



Cave Springs Camp & Retreat

Operations Assistant Administrator

About Us:

Since 1951, Cave Springs Camp and Retreat has provided a safe environment where adults and children can enjoy our beautiful surroundings and have fun participating in our programs. Cave Springs Camp and Retreat is a year-round facility, which offers private rentals, weddings and corporate events for groups of all sizes. In the summer months we offer Day and Overnight Camp for kids, and we are in the process of offering year-round programming for kids and adults.

Job Summary:

We are looking for an Operations Assistant Administrator to join the Cave Springs Camp Team. Under the supervision of the Executive Director, the Operations Assistant Administrator will assist in day-to-day operations of the company.

Job Responsibilities:

- Receive and reply to company's main phone line and email during normal working hours.
- Book renters, prepare contracts, collect payments and update the company's schedules.
- Provide site tours as needed, possible evening hours or weekend hours may be required.
- Collect payments and deposits for bookings.
- Update companies' website and social media accounts, send emails and email blasts.
- Order products and inventory items monthly, or as needed.
- Work with the Executive Director on grant writing and other administrative tasks as needed.
- Assist with the Program Director to help coordinate and complete administrative items.
- Ensure that professional communication is maintained with parents, guardians, employees and community members.
- Be able to write proficient, well-worded emails for community engagement.
- Commitment to assisting the team in providing a safe, healthy environment for staff and campers.
- Assist in facilitating programming as required.
- Maintain confidentiality of all data and private information.
- Some general labor is required when certain circumstances arise.
- Setup, strike and cleaning of facilities will be required as needed.
- Work with the Property Manager to ensure that the company records are up to date and compliant with the government regarding our water and septic system.
- Must be able to lift 30lbs and perform other duties as assigned.

Qualifications:

- Post secondary education is an asset.
- Experience in an assistant role is an asset.
- Must be proficient with computers and Microsoft applications.
- Must be organized and show attention to detail.
- Excellent customer service skills are required.
- Valid driver's license and vehicle.

Remuneration and Benefits.

- a) Start date: As soon as possible.
- b) 35 to 40hrs hours per week.
- c) Minimum 2 weeks paid vacation.
- d) Compensation: \$22.50hr to \$24.50hr depending on experience.
- e) Work onsite is required at 4410 Cave Spring Rd, Lincoln Ontario.
- f) Typical working hours are Monday to Friday. Some weekends and evening are required.

How to Apply:

Please send your resume to work@cavesprings.ca subject: "Operations Assistant Resume"

Should you have any questions, please feel free to send us an email at work@cavesprings.ca.

If you require reasonable accommodation to complete a job application, or a job interview or to otherwise participate in the hiring process, please contact work@cavesprings.ca

Successful applicants will be contacted to schedule an interview with the Directing Team. Thank you for your interest in working at Cave Springs Camp.