



Position: Administrative Assistant
Compensation: \$300.00/week
Effective: late April through end August, 2012

Camp IAWAH seeks an Administrative Assistant to support its Guest Services Director and Camping & Leadership Director. This position is a temporary contract. The role is ideal for the individual who is gifted in multi-tasking, organizing and handling details.

Under the direction of IAWAH's Ministry Directors, the successful candidate will be able to follow instructions clearly, work independently on administrative projects, as well as work collaboratively with other staff members. The candidate will have a comfort level multi-tasking, working with many details, while understanding and embracing the big picture of overall vision and strategy.

The job includes:

- registering and tracking seasonal staff processes on-site;
- creating and implementing staff schedules for guest services (May and June) and camping & leadership ministries (July and August);
- conducting research, feedback, and surveys;
- assisting in the roles of hosting, food service, housekeeping and maintenance;
- 1-2 weeks assignment in camping such as cabin leading, prime time or activities.
- managing Tuck Shop services (negotiable);

Time allocation: Administrative Assistant 75%, Secondary Role/Operations Support 25%.

The successful candidate will have:

- Godly character and an ability to work in a team setting;
- computer skills, including experience developing Excel spreadsheets;
- experience with time management, data management and project management;
- highly self-motivated, including the ability to work independently, and making decisions;
- critical thinking skills and an ability to recognize and see anomalies;
- signed IAWAH's Statement of Faith, Lifestyle Agreement and Commitment to Team;
- an acceptable reference and background check, including Police Records Check/Vulnerable Persons Sector Check.

In addition, the following skills and abilities will be considered assets:

- Previous experience in a children/youth or camping ministry setting;
- Training and/or significant experience with Windows 7, Office Pro 2010, OS X, iWorks, Simply Accounting, and Survey Monkey.

IAWAH Christian Ministries is a non-denominational, charitable, year-round camp that is centrally located to serve the communities of Eastern Ontario. The Camp features a Christian message; great activities, dedicated staff, and a welcoming natural space. IAWAH exists to plant seeds of faith, nurture disciples, and cultivate leadership - seeking to create an experience where guests are welcomed, inspired and meet Christ. Further information (vision, core values and beliefs) is available at www.iawah.com.

Interested individuals can apply using the 2012 Staff Application process.

Applications will be considered until a suitable candidate is hired.