Position Description: Administrative Assistant

InterVarsity's mission is to inspire and equip emerging generations to **encounter** Jesus, **cultivate** Christ-centered faith, and **radiate** the transforming love of God in Canada and the world

Work Overview:
In alignment with this purpose, the Administrative Assistant plays a vital role in ensuring the smooth operation of the Ontario Pioneer Camp main office. This position supports camp administration, guest reception, camper transportation logistics, and coordination with summer site operations. Through excellent service and communication, this role helps create a welcoming and organized environment for campers, families, and staff—contributing directly to the overall ministry impact of Ontario Pioneer Camp.

Relationships:
Reports to: General Director(s), Ontario Pioneer Camp

Internal Relationships:
General Director(s)
BC, AC, GC, LIT Directors
Pioneer Camp Staff

External Relationships:
Camper Families/Guardians
Ministry Partners (volunteers, donors, advocates, supporters)
Guest Groups

Responsibilities:

Personal and Faith Development

- Model a personal relationship with Jesus as reflected in prayer, scripture study and godly character
- Actively witness to their faith

Administrative

- Understand policies and programs in order to appropriately respond to camper parents, guests, visitors and supporting organizations
- Stay current on all Ontario Pioneer products and services to be as informed as possible regarding all inquiries into Ontario Pioneer based programs, sessions and activities offered.
- Maintain an office atmosphere that demonstrates the fruit of the Spirit, keeping office clean, organized, and professional.

- Run errands, collect mail, go to town, pick up supplies, make hospital runs as needed

Front Office and Customer Service

- Answer phone, emails and mail regarding potential bookings
- Provide information packages as required
- Keep phone messages current and relevant – change daily, as necessary
- Any other duties as needed in support of the camp administration

Key Outcomes

- Assist in ensuring camp staff deliver exceptional customer service and that campers, camper parents/guardians and YRM guests have a positive experience
- Provide general leadership and demonstrate a mature Christian example towards all campers, guests, staff, and volunteers

Qualifications:

- Personal growing relationship with Jesus Christ
- High school diploma or equivalent education
- Proficiency in Microsoft Office Suite and general office equipment usage
- Demonstrated discretion in handling of sensitive and confidential information
- Strong organization, planning and time management skills with attention to detail
- Excellent communication and interpersonal skills, especially in customer service or reception settings
- Valid “G” class driver’s license
- Ability to lift up to 25 lbs., stand for extended periods, and work effectively in a dynamic office environment
- Flexibility to work weekends or extended hours during the busy camp season as needed
- Experience in a Christian camp or ministry environment is considered an asset

Level: 4