**Camp U of T Mississauga – Camp Administrative Assistant**

The University of Toronto Mississauga is recruiting a Camp Administrative Assistant. We are looking for engaging, energetic and creative team member to join the Camp team. The Camp Administrative Assistant is the first point of contact for general inquiries and is responsible for a wide range of administrative services. The Administrative Assistant’s accurate and effective customer service delivery will ensure staff provide children and youth aged 4 to 16 a positive, fun and safe camp experience. Camp U of T Mississauga offers a wide range of day camp experiences from sport and recreation based camps to academic themed and leadership opportunities. This position will be instrumental in delivering a high quality program that fosters skill development, teamwork, active play and collaboration.

| **Deadline:** | January 30, 2020 |
| **Interview Availability:** (Required) | February 5-12, 2020 |
| **Number of Positions:** | One (1) |
| **Rate of Pay:** | Starting at $18.00/hour |
| **Position Start Date:** | May 4, 2020 |
| **Position End Date:** | August 31, 2020 |
| **Number of Hours per Week:** | ~15-20 hours per week May-June, 40 hours per week July-August, Monday – Friday |
| **Classification:** | USW Casual |

**Summary:**

Administrative Assistant duties include:

- Acts as the first point of contact for general inquiries
- Communicates with parents/guardians, colleagues and supervisor regularly by email, telephone and in-person
- Writes and distributes routine documents and correspondence to staff
- Verifies the accuracy and completeness of administrative records consistent with camp practices
- Maintains camper attendance digital records and follows-up on absences
- Participates in camp programs and acts as a positive role model for the children, youth and staff
- Resolves customer service concerns within the scope of the role
- Ability to deal with sensitive and confidential situations professionally
- Builds a rapport with coworkers and helps in the cohesive function of the camp team
### Qualifications:

**Education:**
- Two to three years of post secondary education is preferred

**Experience:**
- Planning & administrative experience, preferred

**Other:**
The Administrative Assistant will take the lead on front line customer service triage for the entire camp operation.
- Strong customer service skills, required
- Strong computer skills including MS Word & Outlook, required
- Strong interpersonal and conflict resolution skills, required
- Ability to work well independently as well as part of a team
- Current Standard First Aid and CPR certification (by start date), required
- High Five – Principles of Healthy Child Development, required by start date

**Employment conditional upon receipt of a Criminal Records Search, Vulnerable Sector Screening**

### Method of Application:

Please send your resume, and cover letter to: [camp.utm@utoronto.ca](mailto:camp.utm@utoronto.ca)

We thank all applicants for their interest in the positions; however only those applicants selected for further consideration will be contacted.

### Contact Information:

**Cameron Walker**
Community Outreach Officer
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