



OFFICE MANAGER

Camp Kadesh is seeking a new Office Manager to execute the administrative needs of our camp. An ideal candidate will understand the significant role administrative support plays in effective camp ministry, love systems, be an active learner, and be a friendly and welcoming presence to all who come in contact with Camp Kadesh.

Reporting to the Executive Director and working in cooperation with the full-time staff team, the Office Manager will help Camp Kadesh strive for excellence in programming and ministry. This position supports the programming of Camp Kadesh through administration, customer and guest service, and helping to promote the work and mission of Camp Kadesh. The following details are meant to summarize a position that will have some flexibility according to the skills and giftings of a final candidate and in the context of a team culture that works together to excel in ministry.

AREAS OF OVERSIGHT

Camp Communication and Customer Service

- Responsible for general front-line communication of the camp: phone, email, social media, in-person inquiries
- Communication with guest groups, camper families, and other inquiries
- Website content management (dates, details, general information, etc.)
- Assist with donor communication and acknowledgment.

Office Management

- Processing of incoming mail and correspondence
- Management of funds and account payments received (registration, tuck, donation, etc.)
- Prepare incoming bills for processing
- Assist the program team with administrative support as needed

Camp Registrar

- Management of the online camper registration system
- Booking of dates for school and guest groups throughout the year
- Communication with the various groups.
- Communication of numbers and camper-specific information to programs and camp support teams

Tuck Shop (Camp Store)

- Oversee the running of the tuck shop for school groups and campers.
- Work with the Camp Director (or Program staff) on the design of clothing and merchandise
- Ordering and inventory management of clothing, merchandise, food, and all supplies.

Social Media & Marketing

- Help execute fundraising campaigns throughout the year (design, printing, mailing, etc. in cooperation with Directors and board)
- Work with the program & media teams to update social media

QUALIFICATIONS

- A healthy and vibrant relationship with Jesus
- Passion for the importance of camp ministry
- Agree and support the Camp Kadesh Statement of Faith
- Friendly and calm demeanour, with experience in front-line communications
- Administrative and organization skills with high attention to detail
- Ability to work as part of a team and independently
- Hold a valid Saskatchewan Class 5 license (or equivalent)
- Technical ability to work with Google Workspace, Slack, Quickbooks (basic), and CampBrain camp management software (or similar), and comfortable in an Apple OS computer environment.
- Experience with Canva, Mailchimp, Squarespace, and Canada Helps would be an asset.
- Willingness to participate in staff discipleship opportunities such as; 1 on1 mentoring, attending staff meetings, staff training, etc.

COMPENSATION

- The compensation package total includes a combination of salary; housing, utilities, internet (or equivalent housing allowance); and food during most events at camp. (Most meals in May-August and whenever groups are present).
- An ideal candidate would live on-site, or in the local community. The ability to provide housing will depend on the applicant's need for accommodation of those other than themselves (spouse, children, or pets).
- Also included is a benefits package and, after one year, contributions to a pension plan (5% of salary) and a starting allocation with three weeks of vacation.
- Final compensation will be calculated based on total experience, ability, education, and/or certifications.
- This salary position is set to average 40 hours per week throughout the year, but the position assumes that prime ministry months (May, June, July, and August) will require more hours and reduced hours in the remaining months.

ABOUT CAMP KADESH

Mission Statement: Camp Kadesh exists to help people experience the love of Jesus.

Purpose Statement: Camp Kadesh seeks to cultivate transformational relationships, develop Kingdom leaders, and strengthen commitment to the local church.

Camp Kadesh is a year-round facility primarily serving the city of Saskatoon and the surrounding area. Located northwest of the town of Christopher Lake SK. Summer camp programming under the name Camp Kadesh, was established in its current location in 1982 after many years of a variety of programming in various locations under the banner of our legal name of Mid Prairie Scripture Mission Inc.

The primary ministries of Camp Kadesh are:

- Summer children & youth camps
- Outdoor recreation school programs in Spring, Fall, and Winter
- Kadesh-sponsored retreats and additional rentals for church retreat groups.

Also... it's pronounced Camp KAY-dish. Just about everyone pronounces it wrong the first time.

For more information please contact Allison Longueil (Board Chair) at (306) 222-4872 or by email at board@campkadesh.com Ideal start date would be as soon as possible. The exact start date is flexible. Interested applicants are invited to send a resume with a cover letter to Allison's attention by email (PDF preferred).