



**Job Title:** Summer Administrative Assistant

**Position:** 8 weeks, 35 hours/week

**Location:** 17410-106a Ave

**Apply:** [hr@kidsontrack.org](mailto:hr@kidsontrack.org)

**Include:** Cover letter and resume, any relevant course descriptions certificates, and volunteer work, experience working, volunteer, or participating in a faith-based organization

**Number of openings:** 1 position available

**Date Range:** negotiable

**Wage:** \$ 16.50/hr

**Deadline:** May 30, 2022

### **Duties and Responsibilities:**

- Provide the administrative support needed to prepare and operate our programs
- Assist parents in registering their children in the summer programs
- Cash handling and reconciling
- Set up appropriate record management files to handle registrations, mail outs, attendance, and accounts
- Answer phones and relate program information to the public
- Assist in planning and implementing any summer fundraising events
- Assist in equipment management
- Assist in maintenance of donor database
- Assist in researching and developing grants for upcoming program year
- Cover the general administration tasks of full time administrative assistant during vacation time
- Provide substitution for summer program staff if needed

### **Requirements/Skills:**

- Must be in agreement with the Christian mission of the organization
- Must be competent in computer skills especially Microsoft Office and Microsoft Teams
- Must have experience in data management programs
- Must have pleasant manner and able to respond appropriately to the public
- Basic book keeping skills in a computer accounting program an asset
- Must be an experienced leader, able to direct and instruct others in organizing tasks to be done
- Must have basic administrative and management skills
- Must be organized and detail oriented
- Must have basic marketing skills such as solicitation of donations
- Must be able to function in a team culture
- Must communicate well and in a timely manner
- Must have current CPR Level C and First Aid certificate
- Must submit a clear Police Security Check and an Intervention Record Check
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act and legally entitled to work and study in Canada (grant requirement)
- Minimum of 18 years of age and under the age of 30 (grant requirement)
- High Five Principles of Healthy Child Development course an asset
- Valid driver's license and access to a vehicle an asset

**Organization Description:** Kids On Track is a community building organization that provides hope, direction, and ongoing support for children, youth, and their parents. Educational, social, spiritual, and recreational elements are combined to deliver well-rounded programs. We cultivate relationships with participants encouraging their faith, character and leadership development, social skills, and a healthy lifestyle. We strive to support families that have limited opportunities due to various challenges.