

Camp Wasaga Administrative Officer Request for Proposals

Camp Wasaga, an accredited family camp located in Riding Mountain National Park, is seeking a part-time, year-round independent contractor to assist the volunteer Board of Directors and summer staff, for an average of 5 to 10 hours per week.

Camp Wasaga operates as a family camp for 6 weeks during July and August of each year. It is also available for group rentals from late May until the Thanksgiving weekend each year.

This contract is for the period April 1 to August 31, 2010, with the possibility of renewal for an additional one year period. As Camp is a seasonal operation, the tasks of the Administrative Officer also fluctuate seasonally. The heaviest workload will be from January to June of each year.

The Administrative Officer will:

1. assist the Board of Directors and its Committees as needed. Current Board Committees include Program, Site, Kitchen, Rentals and Fund Raising. (Sept. to June of each year);
2. take primary responsibility for day-to-day administrative work, including correspondence, telephone and email messages (year round);
3. bring matters that require follow-up to the attention of the Board chair or other designated Board members (year round);
4. act as the primary contact for Camp rentals (year round);
5. register campers for family camp, including receiving applications, preparing invoices, sending confirmations, collecting cheques received for deposit (January to May);
6. liaise with the Camp Director as needed during the summer season (July and August);
7. attend Board meetings (September to June).

The Administrative Officer will be required to maintain both print and electronic Camp materials in a confidential manner.

Those interested should respond to Lissa Donner, Board Chair, at LDonner@mts.net, by March 25th. Your proposal should include the following:

- Statement of experience and abilities
- Pricing
- References