

**Position:** Camp Administrative Assistant

**Duration:** Sunday, June 14 – Saturday, August 29 (11 weeks)

**Compensation:** \$640 / week (\$7,040 total) + room & board

Camp Cadicasu is an outdoor education center in Kananaskis Country, Alberta for children ages 7 – 16 years. Since 1930, we have been a haven for people to experience the joys of summer and make new friends. Our mission is to increase confidence, inspire purpose-driven lives, and build resilience through transformative wilderness experiences. You will become a part of our camp family. We provide in- depth training and focus on personal growth to achieve success.

## Job Description

Your responsibilities will include (but are not limited to) the following:

- Assist the Leadership Team in supporting the seasonal staff team.
- Assist the seasonal staff team in monitoring campers and coverage for staff so they can have breaks.
- Assist the Kitchen Manager and Camp Cooks with serving meals each day, dishes and cleaning (as needed).
- Assist the Office Manager with administrative tasks including but not limited to: sorting bandanas and campers into clans, collecting photos from staff members, distributing, collecting and recording camper and staff feedback forms.
- Assist the program department with planning games and activities, helping supervise those activities and ensure timely set-up and take down of equipment.
- Assist the Site Manager and Maintenance Department in regular upkeep of the Campsite, including taking out trash, dealing with recycling, environmental maintenance and more as needed.
- Assist the outtripping department with sorting and cleaning equipment, supervising campers on outtrips and/or at the creek, make and distribute cookout meals and utensils.
- Assist the LIT Leads with monitoring, setting up their banquets, preparing picture frames for each session and going on outtrips.
- Maintain a high level of energy and enthusiasm regardless of the weather / situation.
- Demonstrate equity and inclusion for all staff members regardless of identity.
- Provide a caring and supportive environment where campers and staff feel safe.
- Model acceptable behaviour through a professional demeanour.
- Be willing to step in and assist any other department when needed.



## Required Qualifications

- Positive Attitude
- Inclusivity to all identities
- Criminal Reference Check (Vulnerable Sector Search)
- Minimum 20 Years of Age (by June 15, 2025)
- 2 Years of Post-Secondary Education
- Standard First Aid and CPR-C (or willingness to acquire it before June 15, 2026)

## Assets

- Wilderness, primitive, outdoor, survival, or earth skills knowledge.
- Residential camp experience or community living.
- Out-tripping, camping, orienteering, and hiking background.
- The ability to work independently while being a team player.
- Any certifications in outdoor and wilderness pursuits (i.e., Wilderness First Aid).
- Problem-solving and critical thinking skills.

## Apply

Please apply through our application portal (<https://cadicasu.campbrainstaff.com>). Questions can be sent to [executivedirector@cadicasu.com](mailto:executivedirector@cadicasu.com).