



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, encouraging participants in faith, character and leadership development, social skills, and a healthy lifestyle. We strive to support families experiencing limited opportunities due to various socioeconomic challenges. We use physical literacy-based activities and recreational pursuits as a foundation for relationship building and mentoring. All summer positions are grant-dependent and an offer of employment cannot come until funding is confirmed.

Job Position:

Job Title: Summer Administrative Assistant	Contract: 16 weeks, 40 hours/week	Number of Openings: 1
Wage: \$17.50/hr	Vacation: 4% paid out	Date Range: May 6-August 23, 2024
Location: 17410-106A Ave NW		

Responsibilities:

- Provide the administrative support needed to prepare and operate the summer programs
- Set up appropriate record management files to handle registrations, mail outs, attendance, and accounts
- Maintain and update participant database
- Assist parents in registering their children in programs
- Cash handling and reconciling including tracking of payments, subsidies, and refunds
- Answer phones and relate information to the public
- Assist in planning and implementing summer fundraising
- Assist in equipment management
- Assist in general office
- Provide substitution for summer program staff if needed

Qualifications:

- Must be in agreement with Christian mission of KOT
- Must have excellent organizational and time management skills
- Must have excellent interpersonal, oral, and written communication skills
- Must have an ability to work with little supervision and the ability to take initiative
- Must have strong attention to detail
- Must have an ability to work in a fast-paced environment
- Must have an ability to complete a high volume of work within deadlines
- Must be competent in computer skills
- Must have experience in data management programs
- Must have a pleasant manner and be able to respond appropriately to parents and the public
- Must be able to function in a team culture

Requirements:

- CPR level C and Standard First Aid
- Clear Police Security and Intervention Record Checks
- Under the age of 30 (grant requirement)
- Canadian citizen, permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act and legally required to work and study in Canada
- Access to own vehicle is an asset
- High Five PHCD or Quest II certification is an asset
- Lifeguard certification is an asset

Apply:

E-mail: hr@kidsontrack.org, PH: 587-404-8877

Include: cover letter, resume, relevant work or volunteer experience, or participation in a faith-based organization

Deadline: March 30, 2024