



Maintenance Coordinator

Hourly Wage

\$15.00

Number of Hours per Week

35 hours/week

Number of positions

1

Location

Camp Okema, Emma Lake, SK

Start Date

May 3rd 2021

Length of Employment

18 weeks

Tasks and Responsibilities

- Responsible for maintenance of the facilities at Camp Okema, while supporting the mission and vision of Camp Okema.
- Responsible for leading and coordinating infrastructure projects, including materials and volunteers on designated maintenance
- Work with rentals and subsequent programs to help ensure that the grounds and facilities are maintained in good condition.
- Responsible to ensure that covid protocols are being followed.
- Responsible for
 - a. Daily cleanliness and maintenance checks of common grounds, playground, beach, and main buildings
 - b. Daily safety procedures of required testing (water, refrigerator)
 - c. End-of week clean-up
- Keep record of duties performed
- Submit a driver's license and a criminal record check including vulnerable sector search

* Lodging is provided. Either meals or a food allowance is included during camping season.



Office Administrator

Hourly Wage

\$13.00/hour

Number of Hours per Week

35.00 hours/week

Number of Positions

1

Start Date

June 7th 2021

Length of Season

12 weeks

Location

Camp Okema, Emma Lake, SK

Tasks and Responsibilities

- **Responsible for supporting the mission and vision of Camp Okema.**
- **Manage registrations of campers, rentals, and volunteer registrations.**
- **Assist in staffing summer camps as needed in coordination with leaders, and assist in training volunteers.**
- **Provide resources for activities during programs.**
- **Coordinate supplies for each camp (food, recreational equipment, medical equipment, etc.)**
- **Ensure the safety of all at camp through organizing emergency evacuation plans,**
- **Represent Camp Okema to clients, visitors, tourists, and the public.**
- **Coordinate with the maintenance coordinator for supplies and maintenance/safety issues.**
- **Lead summer staff meetings**
- **Receive and process payments, donations, and registrations.**
- **Coordinate camp rentals outside the program season.**
- **Responsible to ensure that covid protocols are being followed.**
- **Responsible for collection and review of criminal record checks, references, etc of all volunteers.**
- **Keep record of duties performed**
- **Submit a driver's license and criminal record check including vulnerable sector search**

* Lodging is provided. Either meals or a food allowance is included during camping season.



Beach Lifeguard

Hourly Wage Rate

\$13.00/hour

Start Date

July 3rd 2021

Number of Hours per Week

35 hours/week

Length of Season

7 weeks

Number of Positions

1

Location

Camp Okema, Emma Lake, SK

Required Certification

- **NLS Certificate**
- **First Aid/CPR-C**
- **Bronze Cross will be considered**

Tasks and Responsibilities

- **Responsible for supporting the mission and vision of Camp Okema.**
- **Work directly with campers (mainly children) and staff to deliver the waterfront program**
- **Supervise all waterfront activities**
- **Communicate waterfront information to campers and staff**
- **Lead or assist in waterfront games and activities' including boating and canoeing**
- **Ensure waterfront equipment is in good working order, is safely cleaned and sterilized after cohort uses, and remedy any unsafe equipment**
- **Keep waterfront storage areas clean and tidy**
- **Assist with duties related to camp program, generally working directly with children, when not on waterfront duties**
- **Keep record of duties performed**
- **Responsible to ensure that covid protocols are being followed.**
- **Submit valid drivers license and criminal record check including vulnerable sector search.**
- **Assisting in other camp duties as directed by the camp administrator.**

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Janitor

Hourly Wage

\$13.00/hour

Number of Hours per Week

35 hours/week

Number of Positions

1

Start Date

July 3rd 2021

Length of Season

7 weeks

Location

Camp Okema, Emma Lake, SK

Tasks and Responsibilities

- **Responsible for supporting the mission and vision of Camp Okema.**
- **Responsible for the general cleanliness and maintenance of the facilities at camp**
- **Sanitize common touch areas several times daily to prevent COVID-19 transmission**
- **Wash windows, floors, remove spider webs, mow the lawn, rake the beach, empty garbage and recycling bins, etc.**
- **Check daily logs of temperatures of refrigerators and freezers and water quality.**
- **Assist the maintenance coordinator with facilities repairs.**
- **Daily sanitize and check the cleanliness of washrooms, and other shared spaces.**
- **Complete end-of-camp inspection, in coordination with camp leaders and rentals**
- **Maintain daily logs.**
- **Responsible to maintain and ensure covid protocols are being followed.**
- **Attend and participate in staff meetings**
- **Assist in receiving and storage of food and other supplies.**
- **Submit a criminal record check including vulnerable sector search and a valid driver's license.**

* Lodging is provided. Either meals or a food allowance is included during camping season.



CAMPOKEMA.COM

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CAMP OKEMA

@CAMP_OKEMA

Coordinator of Recreational Activities

Hourly Wage

\$13.00/hour

Start Date

July 3rd 2021

Number of Hours per Week

35 hours/week

Length of Season

7 weeks

Number of Positions

1

Location

Camp Okema, Emma Lake, SK

Tasks and Responsibilities

- **Responsible for supporting the mission and vision of Camp Okema.**
- **Lead outdoor activities including archery, swimming, outdoor survival, outdoor cooking, basketball, etc.**
- **Supervise swim and beach area and assist lifeguard in beach activities**
- **Ensure equipment is organized and safe as well as cleaned and sanitized after each use.**
- **Participate in staff meetings**
- **Be available to assist in other areas of camp including campfire, drama, games, etc.**
- **Prepare and clean up from evening snack**
- **Coordinate with the janitor to clean up at the end of each week and the camp season**
- **Keep records of duties performed and hours worked**
- **Responsible for maintaining and ensuring covid protocols are being followed**
- **Assisting in other camp duties as directed by the camp administrator.**
- **Provide a criminal record check including vulnerable sector search and valid driver's license.**

Certifications

- **NLS or Bronze Cross is considered an asset**
- **First Aid/CPR-C is considered an asset**

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Groundskeeper

Hourly Wage

\$13.00/hour

Start Date

July 3rd 2021

Number of Hours per Week

35hours/week

Length of Season

7 weeks

Number of Positions

1

Location

Camp Okema, Emma Lake, SK

Tasks and Responsibilities

- Responsible for supporting the mission and vision of Camp Okema.
- Work in coordination with the maintenance coordinator to keep Okema safe and clean
- Responsible for maintaining and ensuring covid protocols are being followed.
- Maintain property; grade roads, and clear hiking trails
- Clear beach of debris, ensure safety of beach, mow lawn
- Assist facilities coordinator in maintenance projects
- Maintain safety of playground equipment
- Clear fire pit of ash, chop wood
- Replace lights, screen doors, wood on decks, etc.
- Paint buildings and structures to ensure longevity
- Assist in receiving and processing food and supplies
- Fill propane for barbeque, transport potable water when necessary
- Submit criminal record check including vulnerable sector search and a valid driver's license

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