



@campokema

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Website campokema.com

## Maintenance Coordinator

Camp Okema, operated by the Okema Society for Christian Development in the province of Saskatchewan, is an Anglican church camp that nurtures faith, friendship, and fun, while celebrating God's love within his natural creation.

Hourly Wage

**\$17.00**

Location

**Camp Okema, Emma Lake, SK**

Number of Hours per Week

**35 hours/week**

Start Date

**June 20th, 2022**

Number of positions

**1**

Length of Employment

**10 weeks, ending August 26<sup>th</sup>**

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 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 and meals are provided.

Please submit resume and cover letter to [campokema@hotmail.com](mailto:campokema@hotmail.com) by May 27<sup>th</sup>.



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## Office Administrator

Camp Okema, operated by the Okema Society for Christian Development in the province of Saskatchewan, is an Anglican church camp that nurtures faith, friendship, and fun, while celebrating God's love within his natural creation.

Hourly Wage

**\$17.00/hour**

Number of Hours per Week

**35.00 hours/week**

Number of Positions

**1**

Start Date

**June 27th 2022**

Length of Season

**9 weeks, ending August 26<sup>th</sup>**

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**

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## Beach Lifeguard

Camp Okema, operated by the Okema Society for Christian Development in the province of Saskatchewan, is an Anglican church camp that nurtures faith, friendship, and fun, while celebrating God's love within his natural creation.

Hourly Wage Rate

**\$15.00/hour**

Number of Hours per Week

**35 hours/week**

Number of Positions

**1**

Start Date

**July 2<sup>nd</sup>, 2022**

Length of Season

**8 weeks, ending August 26<sup>th</sup>**

Location

**Camp Okema, Emma Lake, SK**

Required Certification

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

Tasks and Responsibilities

- **Supporting the mission and vision of Camp Okema.**
- **Working 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 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**
- **Submit valid driver's 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

Camp Okema, operated by the Okema Society for Christian Development in the province of Saskatchewan, is an Anglican church camp that nurtures faith, friendship, and fun, while celebrating God's love within his natural creation.

Hourly Wage

**\$15.00/hour**

Number of Hours per Week

**35 hours/week**

Number of Positions

**1**

Start Date

**July 2<sup>nd</sup>, 2022**

Length of Season

**8 weeks, ending August 26<sup>th</sup>**

Location

**Camp Okema, Emma Lake, SK**

### Tasks and Responsibilities

- **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 a filled woodpile**
- **regularly check smoke alarms**
- **maintain daily logs.**
- **submit a criminal record check and driver's license.**
- **assist in emergency situations**
- **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.**

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