



# Office Manager

The Sudbury Canoe Club will be hiring an Office Manager for the 2024 paddling season. The canoe club is located at 206 Ramsey Lake Road on beautiful Ramsey Lake. Interested candidates should email a cover letter and resume to [sudburycanoclubon@gmail.com](mailto:sudburycanoclubon@gmail.com).

Start date is May 6<sup>th</sup> and end date is August 30, 2024. Hours of work are 37.5 hours per week.

## **Responsibilities Include:**

- Register participants and update club files
- Assist with organizing Club events
- Assist club members and provide orientation when needed
- Assist in scheduling program lessons
- Assist the Club Treasurer with payroll attendance, expense reports and issue receipts when requested
- Assist with Website design and updates
- Ensure that club docks and equipment are clean and in good working order
- Assist as needed with the summer paddle camps

## **Requirements:**

- Minimum of 16 years of age and in school full time
- Highly organized and have basic computer skills include database knowledge
- Effective communications and problem solving skills
- CPR, Standard First Aid certification
- Pleasure Craft Operators card is preferred
- Ability to speak both official languages is an asset
- Ability to work independently or in a team setting

The successful candidate will be required to provide a Vulnerable Sector Criminal Reference check (if >18yrs age). In addition, the Sudbury Canoe Club is an equal opportunity employer, should you be a successful candidate and require workplace accommodations, please advise at the time of hire.

We welcome all applications, however only candidates that are selected for an interview will be contacted.

**Application deadline is March 15th, 2024**