

## **Job Opportunities at Camp Monahan**

### **Administration Director:**

Camp Monahan is looking for an energetic and organized individual to run the administrative office year round. The position offers flexible hours and the ability to work from home. The job consists of regular administrative duties including but not limited to handling phone and email correspondence, filing our grant applications, helping to distribute promotional material, helping to organize fundraising and overseeing all administrative duties related to the summer camping season. The administrative director answers directly to the board of directors and can expect to work an average of 15 to 20 hours per week depending on the season. The approximate annual wage is about \$12,000.00 per year.

Please send an updated resume, cover letter and at least three references to [campmonahan@sasktel.net](mailto:campmonahan@sasktel.net) on or before Friday, February 3, 2012. A criminal record check will be required.

### **Camp Director:**

Camp Monahan is now accepting applications for the Camp director position. The successful applicant will have good leadership abilities as well as a strong love of children, nature and camp life. This 18 week seasonal position begins in May and runs until the end of August, The successful applicant is in charge of organizing the day to day functions of this children's camp, including overseeing the pre-camp set up, promotional tours, overseeing a staff of approximately 20 staff and organizing the end of summer tear down. This position will work alongside the Administration Director and will answer to the Camp Board of Directors. Strong communication skills, experience with camping and children are considered an asset to this position. The Camp Director is paid \$420 per week plus room and board for the summer.

To apply please send an updated resume, cover letter and at least three references to [campmonahan@sasktel.net](mailto:campmonahan@sasktel.net) on or before Friday, February 10, 2012. A criminal record check will be required.