

Position: Receptionist, Camp Easter Seal, Manitou Beach, SK

Employment type: Seasonal Casual May 12 to August 21, 2025

Closing date: Until position is filled

Camp Easter Seal is a summer camp program for children, youth and adults experiencing disability. The Receptionist is responsible to assist in the functioning of the on-site camp office and provide exceptional customer service to campers, staff, and visitors at the Manitou Beach location.

Duties include:

- Receive and direct in-coming calls and inquires
- Provide customer service to all campers, and staff members
- Be first point of contact for guests, parents, and visitors
- Assist in the operation of the camp canteen
- Assist in maintaining files and databases
- Utilize office equipment and monitor office supply inventory
- Undertake basic bookkeeping tasks

Qualifications:

Education:

- Post-secondary education in an office administration program, or demonstrated experience, is desired
- WHIMIS 2015

Experience:

- Demonstrated experience in an office environment
- Familiar with office equipment, procedures, basic bookkeeping and cash handling
- Previous experience working or volunteering with persons experiencing disability considered an asset
- Strong interpersonal and communication skills and ability to handle multiple demands under pressure.

Skills:

- Able to work independently and with minimal supervision
- Must be able to work in a busy environment and manage lifting, pushing, standing, and carrying objects
- Ability to prioritize work and handle multiple demands under pressure
- Ability to work within a budget, manage inventory and supplies efficiently
- Strong interpersonal and communication skills, problem solving and organizational abilities

Final Candidate is required to provide satisfactory criminal record check.

Camp Easter Seal is located at Manitou Beach, SK; Transportation to and from site is personal responsibility.

Compensation: \$18.46 per hour, 42-hours per week based on 6-12 hour shift schedule, on a Modified Work Arrangement.

To apply: Review other important information and apply through our website, [SaskAbilities Camp Easter Seal](#)

For other position-specific questions, please contact Camp Manager at sgrove@saskabilities.ca

Only those candidates selected for interviews will be contacted.

SaskAbilities is an inclusive organization, welcoming individuals of all abilities. We believe in workplace diversity and we do not discriminate in our employee selection. Race, colour, disability, religion, gender, national origin or sexual orientation does not play a role in our hiring decisions.