



Office Supervisor (NOC 12010)

Posted by Camp Muskoka

Posting Date : 03-Jan-2025

Closing Date : 02-Jul-2025

Location : Bracebridge

Salary : \$\$31.00 Per Hour

Job Requirements

- **Education:** No minimum education requirements
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3592197

Job Description:

Office Supervisor (NOC 12010)

Job Title:	Office Supervisor (NOC 12010)
Employer:	Camp Muskoka
Address:	1745 Fraserburg Rd RR5, Bracebridge, ON P1L 1X3
Location of Work:	Bracebridge, Ontario
Hours of Work:	Full-time (40 hours per week)
Education:	No minimum education requirements
Experience:	Experience in recreational settings is an asset
Compensation:	\$31.00 per hour
Benefits offered:	15 days of vacation
Anticipated Start Date:	As soon as possible
Available positions:	One (1)
Nature of the job:	Permanent (Not Seasonal)

Camp Muskoka is currently seeking an Office Supervisor to join our incredible team!

Camp Muskoka believes the magic of the camp experience starts with a shared community, helping campers develop new skills and build self-esteem all while enjoying the wonders of nature - a truly incredible vacation! Camp Muskoka's Leadership Camp is offered to campers aged 14-16 and is fully integrated into our traditional Camp experience. Our 2-week Leadership Camps are designed to empower our campers and

unlock their potential to become leaders. Our supportive environment lets participants share their aspirations, further develop their strengths, face new challenges, and build courage and confidence.

Campers enrolled in the L.I.T. program will participate in leadership-centered activities daily, as well as have the opportunity to participate in the camp-wide “Choice Activity” program periods. This format allows leadership campers to create a wonderful balance between traditional camp fun and personal development. These experiences create bonds, help campers embrace challenges and learn the value of teamwork while giving them a first-hand opportunity to exercise their new leadership skills! Camp Muskoka’s L.I.T. program focuses on developing a variety of Life Skills that we believe to be the cornerstones of a responsible contributor to society. At Camp Muskoka, we work towards recognizing campers, not for competitive activity, but for the personal achievement of goals and the development of leadership qualities.

As an Office Supervisor, you will be responsible to:

- Oversee, delegate, and meticulously review the tasks entrusted to staff,
- Develop structured work schedules and establish efficient procedures while harmonizing activities with other departments for seamless coordination and collaboration.
- Prepare and submit reports.
- Facilitate and support the development of programs through trend analysis, research, and identification of best practices.
- Train workers in duties, safety procedures and company policies
- Effectively handle and find solutions to any work-related problems or issues that may arise, promoting a productive and harmonious work environment.
- Efficiently request and manage the procurement of necessary supplies and materials.
- Maintain the smooth operation of equipment and machinery, overseeing their functionality, and coordinating maintenance and repair tasks as needed.
- Propose improvements to methods, systems, and procedures.

Requirements

- Ability to remain calm and undertake various tasks on time.
- Weekend availability.
- Having experience in a recreational setting is an asset.
- Strong interpersonal skills
- Must be able to work in a fast-paced environment.

How to apply:

Please send your resume to campmuskoka745@gmail.com with "Office Supervisor" in the subject line. Only those selected for an interview will be contacted.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: campmuskoka745@gmail.com

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