

## Office Staff

Do you love working with people, solving problems, keeping organized and providing memorable experiences to folks? Do you enjoy working as part of a tight-knit team and community?

We are looking for a part time office staff to help keep things running smoothly on the day to day! The successful candidate will work in the office under the direct and indirect supervision of the Office Manager. The office staff is responsible for the daily office administration and reception duties while the office manager is absent, and supports the Executive Director and Office Manager in an administrative capacity.

Responsibilities for the position include:

- ❖ Embody and emulate the Paddler Co-op mission
- ❖ Member communication (email, telephone)
- ❖ Program and merchandise sales
- ❖ Welcoming campsite guests
- ❖ Facilitating rental equipment transactions and logistics
- ❖ Daily cleaning tasks
- ❖ Accounting and bookkeeping
- ❖ Data management and reporting
- ❖ Additional flexible duties as the need arises

On the job training will be provided at the start of the season, as well as participation in a mentorship and development program throughout the season. Additional benefits include opportunities to learn whitewater canoeing or kayaking skills, join in on team paddles, make use of co-op equipment during time off, staff discounts for friends and family.

This position is part time (2-4 days/week, approx. 8 hrs/day) and seasonal (June - Sept) which still allows for time to get out on the water and explore the beauty of the Madawaska Valley! Multiple year commitment is desirable with a wage increase after the first year.

Paddler Co-op values:

- ❖ Folks who embody the spirit and culture of Paddler Co-op
- ❖ Growth-oriented, positive, open mindset
- ❖ Inclusive nature
- ❖ Social Responsibility
- ❖ Accessibility
- ❖ Team oriented (community)
- ❖ Trust
- ❖ Patience and empathy
- ❖ Leadership
- ❖ Versatility

The following would be an asset:

- ❖ Experience in customer service
- ❖ Knowledge of whitewater canoe or kayak
- ❖ Driver's license
- ❖ Strong communication skills

Compensation for this position is based on skills and experience and ranges from \$15/hour to \$18/hour.

If you think Paddler Co-op is the right place for you, please email your resume including two professional references to [info@paddlerco-op.ca](mailto:info@paddlerco-op.ca). Please include a cover letter outlining your personal and professional goals and indicate how they relate to the well-being and future of Paddler Co-op.

Thanks for expressing interest in becoming a part of the Paddler Co-op Team for summer 2021!