**Summer Student 2024 – Job Opportunity**

The Charleston Lake and Charleston Lake Environmental Associations will require a summer student to manage our information centre and perform the duties of camp counsellor during the three weeks of our summer youth camp. The information centre is located at 109 County Rd 40 (Charleston Lake Road).

The job will be from Monday, July 1st until Monday, September 2nd .

Prior to the completion of the high school year some weekend work may be required.

You will find below the details of the job responsibilities and the requirements of the successful candidate.

**Job Title – Information Centre Manager and Youth Camp Counsellor**

**Reports to the** – Secretary Treasurer of the Charleston Lake Association

**Job Responsibilities**

1. General office duties
2. Interaction with the public visiting our information centre
3. Sale of environmental products and CLA merchandise, including petty cash management
4. Membership correspondence
5. Assist with Social Media postings (website, facebook, etc)
6. Assist with the annual golf tournament
7. Youth Camp Counsellor

**Hours of work – 6 hour day (10:00am – 4:00 pm), including ½ hour paid lunch**

**Work week** – 5 days per week, off Tuesdays and Wednesdays

           During the three weeks of youth camp this job will be 7 days per week

**Rate of Pay** - $17.00 per hour, plus 4% vacation pay less statutory deductions

**Job Requirements**

1. Must be at least 15 years of age
2. Must possess excellent personal computing skills in excel & word
3. Must demonstrate good organizational and communication skills
4. Previous experience in an organized youth camp would be an asset

**Application submission**

The application deadline will be May 26th, 2024.

If you are interested in applying for this position, please mail your completed resume to:

**Charleston Lake Association**

**PO Box 609**

**Athens, ON K0E 1B0**

Or

**Email to:** charlestonlakeassociation@outlook.com