



Waupoos Family Farm offers respite to those who need it most. Open to low-income families, Waupoos provides a family camp experience away from the pressures of daily life. Our goal is to provide a safe and welcoming community environment where families can find rest, community, and hope.

Waupoos motto: Work, Pray, Play

www.waupoos.com

Part Time Office Administrator. PT/ \$19.00 per hour /Duties include and are not limited to:

- Reports to Board of Directors (BOD)
- Cottagers and group bookings:
 - Prepare and send cottage vacation advertising for outside agencies.
 - Receive, record applications.
 - Prepare cottage application forms.
 - Book vacations, make reminder calls and send out emails.
 - Manage cancellations and changes. Prepare and print vacation information and schedules.
 - Manage cottager payments and/or refunds.
- Group bookings:
 - Prepare booking forms, receive insurance and other information from group coordinators.
 - Coordinate booking requests with Farm Management Team (FMT).
 - Prepare deposit and final invoices.
 - Record payments received.
- Finances:
 - Use of QuickBooks (QB) to record all cheques, payments, donations (consult with bookkeeper)
 - Monthly reconciliations with QB
 - Pay bills online/send or deliver payments as needed.
 - Prepare cheques for signature.
 - Prepare deposits to bank.
 - Prepare financial reports for BOD.
 - Prepare financial records for audit; liaise with auditor.
 - Prepare tax receipts.
 - Manage donation systems. Write and mail Thank You letters.
- Maintain Waupoos Calendar
- Volunteer recruitment/prepare letters for police checks.

Education/Experience: Administrative work experience and relevant volunteer experience. Only qualified candidates will be contacted for an interview.

Cover Letter preferred.

“The ideal candidate resonates with the Waupoos mission and has a heart for serving families in need.”

Submit resume by (23rd May, 2025) to bod@waupoos.com