



Registrar/Business Services Assistant

Just one week of showing kids the love of Jesus can have an eternal impact, and it happens through people like you! Camp Qwanoes hopes to welcome over 4,000 children and youth from all backgrounds this summer, and our goal is to help them discover life with Jesus Christ.

In this vital full-time, year-round, paid position you'll be responsible for the camp's registration (in a team approach with the Business Services Coordinator)

Responsibilities include:

- reception, and communication with parents/guests
- processing registrations, correspondence, and cabin assignment
- coordinating the registration team
- also assisting the Business Services Coordinator with bookkeeping (ex. accounts payable), and various administration needs.

This position is a vital part of our administration team and year-round team.

This team player is a ministry oriented, spiritually mature Christian with a deep love for children's and youth ministry, and must possess excellent organizational, communication and administrative abilities, and a proficiency with computers.

About Camp Qwanoes

Qwanoes is a youth oriented, high adventure, innovative Christian camp seeking to love kids to life...helping them to discover, live and share life like no other in Christ. Qwanoes, a local indigenous name meaning 'peace' and also 'new birth,' is situated on 55 acres of magnificent scenic waterfront property on Vancouver Island, British Columbia, Canada. The heart of Qwanoes is a heart for kids and for Jesus Christ.

Since 1966 Qwanoes has provided an ideal setting for life-changing, fun-filled adventure. With summer camps, weekend retreats, leadership programs (including our 8-month Kaléo program in partnership with Briercrest), follow-up, Q-Town music, youth events, and guest group rentals throughout the year, Qwanoes enjoys the spirit of summer all year round!

For more information, please contact:

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www.qwanoes.ca