POSITION: MULTI-MEDIA ARCHIVIST & OFFICE ASSISTANT SUMMER STUDENT

Department: ADMINISTRATION

Season: Summer – June to September

Full-Time: Monday to Thursday

Location: 17431 Mississauga Road, Caledon, Ontario
**NOTE: Caledon Ski Club is not on a bus route. You must have reliable transportation.

Position Summary: This position provides multi-media digitization of the Club's historic photos and documents and administrative office support to the Administration Office.

Position Reports To: Administration Manager

Duties Include:

- Scanning and digitization – preparing and organizing photos for digitization.
- Ensure that photos are correctly labeled, scanned, filed and maintained.
- File uploading.
- Performing quality control to ensure photos are scanned correctly with clear images and stored into our internal database.
- Work with individuals from other departments on a variety of tasks.
- Typing and word processing.
- Document security and confidentiality – to follow best practices for document and file security for both paper and digital documents.
- Self-monitoring work performance to ensure safety and the use of protective devices, in accordance the Occupational Health and Safety Act.

Communications:

- Interacting effectively with staff across necessary departments, external organizations and the membership while using diplomacy.
- Ability to adapt to others' personalities in a respectful manner that is conducive to goal achievement.
- Promptly acts upon requests for information while demonstrating mutual respect.

Support/Core Skills:

- Computer hardware, software and data management skills.

- Ability to evaluate specific work situations and to decide appropriate action based upon decision-making principles and sound judgment.

- Effective in written communications (concise, to the point, well-organized, etc.), and oral communications (concise, articulate).

- Ability to anticipate/identify problems and propose solution alternatives.

- Task management skills (planning, organizing, controlling) as applied to own work.

- Ability to work independently and as a member of a team.

- A positive, cooperative work attitude.

- Ability to organize and plan work to make the best use of one's own time, avoid unnecessary and wasted effort, meet deadlines and other productivity requirements.

- Attention to detail - Achieving accuracy and thoroughness in all aspects of work.

- Ensuring procedural, professional, and/or organization standards are adhered to.

- Being receptive and open to change.

- Using basic business tools/applications/processes (e.g. word processing, e-mail, keyboarding, basic information management conventions) necessary to perform job.

- Keeping up to date on the tools/applications and basic business skills that are expected of all employees to enable them to function efficiently.

- Working well with others to accomplish common goals or assignments while demonstrating mutual respect, including understanding own and others' contributions, sharing information with others, being open, making others feel valued, and learning from others' experiences.

- Experience in general office clerical experience in handling physical documents such as photocopying, and scanning documents.

- Proficient in the operation and use of Microsoft Office products.

- Must be able to lift boxes between 20-30 lbs consistently.

How to Apply

Please forward your resume to Chelsea Mehrotra, Administration Manager – admin@caledonskiclub.on.ca

Caledon Ski Club is an equal opportunity employer and we would like to thank all applicants for their interest. Please note that we will only be contacting the candidates under consideration.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code Caledon Ski Club will provide accommodations throughout the recruitment and selection process to applicants with disabilities. If selected to participate in the recruitment and selection process, please inform the Administration Manager of the nature of any accommodation(s) that you may require.

January 28, 2021