

## Summer Camp Scheduler

Are you enthusiastic, dedicated, flexible and patient?

Are you looking to make a difference in a child's life?

Children's Autism Services of Edmonton is currently recruiting a Summer Camp Scheduler to assist in the creation and provision of a unique set of experiences for children with autism and other developmental delays.

As a Summer Camp Scheduler, you will be supporting our Summer Camp Team with any administrative related tasks.

### Key Responsibilities:

- Use Outlook, Excel, DocuSign, and Sharepoint to facilitate and organize camp registrations
- Schedule camp registrants in requested weeks
- Ensure that all employees times are accurate and complete
- Approve and submit summer camp employee timesheets
- Manage phone calls from families and coordinate confidential client information
- Confirm FSCD contracts or other payment methods with families
- Assist in any additional administrative tasks, as needed
- Work in a child focused, family centered, supportive environment

### Required Qualifications:

- Applicants must have a Police Record Check with Vulnerable Sector, Child Intervention Check and Standard First Aid & level-C CPR
- Applicants must be dedicated to children, committed to learning new skills, and interested in making a difference!

### Why Children's Autism Services?

We are inclusive and welcoming, value life-long learning, and love to have fun! We go the extra mile by offering our employees:

- Access to extensive internal training and annual continuing education opportunities
- A collaborative, multidisciplinary work environment
- Feeling that you are making a difference with children and families
- Working with colleagues who are leaders in the field of autism
- A strong professional development focus

If you are looking for a **summer position** this position is 12 weeks starting June 1, 2026.

To apply for this position, please submit your resume and cover letter to [hr@childre autism.ca](mailto:hr@childre autism.ca)

Please see our website for detailed information about our organization [www.childre autism.ca](http://www.childre autism.ca)