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Camp Mini-Yo-We Position Description *Director of Team Development & Girls Camp*

Position Identification

Job Title: Director of Team Development & Girls Camp
Reporting To: Lead Director of Summer Programs
Position Location: Camp Mini-Yo-We, Port Sydney, ON
Prepared By: Michelle Little, Summer Programs Director
Date Prepared: January 2019

Organization Profile

Camp Mini-Yo-We is a community. Working with this ministry is more than just a job, it is a commitment to be part of a team working toward our vision and mission to: “Transforming lives that transform communities for Christ” and “Developing tomorrow’s leaders through life-changing adventures in God’s creation.”

Position Summary

The position of Director of Team Development is a full-time Year-Round Staff position with multi-faceted responsibilities. He or she is a member of our Summer Program Team and responsible for leading our strategy to acquire, train and develop all of our summer staff to support 2,500-3,000 campers that attend our programs every summer. This is a leadership role that will shape our human resources approach towards our summer staff team at Mini-Yo-We as we aim to grow beyond 3,000 campers every summer.

The successful leader will develop and deploy a proactive system to ensure we are well staffed with highly qualified team members across all of our programs. Our aim is the best the place in Ontario for young people to work and this role is at the core of seeing that dream become a reality. The Director of Team Development must be positive and solution oriented, as they are in the midst of balancing a wide variety of needs across our organization. The position involves written and oral communication, administrative and management responsibilities.

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Personal Qualifications

- Be a Christian, demonstrating a mature attitude of servant leadership, having a heart for children and young people. This person will show a demonstrated understanding of youth and interest in serving them. He/she will be actively involved in a local evangelical church.
- The Director of Team Development must be a teachable man or woman of integrity.
- Servant attitude; helpful to all, commitment to community; the person in this role must be flexible and willing to pitch in and assist as part of the team.
- Be cheerful, with an up-beat personality and a pleasant telephone manner and helpful attitude towards all – both young and old. Demonstrate ease of communication with parents, suppliers, children, church leaders and fellow workers.

Key Responsibilities

1. Develop a Human Resources Strategy Across All Summer Camps

- A clearly defined system of engaging our summer staff team including:
 - Recruiting – A clear process for attracting the best team we can and placing them into roles where they will thrive.
 - Reward – Manage the way in which we encourage and support our summer staff
 - Retain – Deploy a strategy for increasing the average age of our summer staff by encouraging them to return year after year.
- Our mission is to “develop tomorrow’s leaders” and our staff is at the very core of that mission. A clearly defined year-round development strategy that supports young people in their total growth should be deployed.
- Develop a pastoral care approach to ensure our team feels valued and loved. As well, ensure that the spiritual growth needs of our summer staff team are the highest of priorities throughout their time in contact with us.
- Develop multi-year human resources planning process that shows how our approach to growing the quality and size of our summer team will roll out.

2. Lead Staff Support

- Define the needs of our Lead Staff as they support front line summer staff in cabins and programs.
- Aid in the recruiting of Lead Staff to support all Camp programs, with a balance of mature and emerging leaders across all sites.
- Work with the Summer Director’s team to develop and facilitate a plan to care for and support our Lead Staff during their time at camp.
- Facilitate ongoing feedback for growth and development of the Lead Staff during summer season.
- Provide end of summer evaluation for Lead Staff team, in cooperation with other Summer Directors.

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3. Define & Develop Documentation for Human Resources Process

- Deploy unified documentation and training strategy to support all aspects of the staff life cycle including but not limited to:
 - Staff manual
 - Application process
 - Staff training
 - In-service Training
 - Staff Chapel
 - Evaluation Process
- Develop strategy for infusing discipleship into every aspect of staff experience, in coordination with the Director of Discipleship.

4. Summer Program Execution

- During the summer time manage the execution of Girls Camp. It is anticipated that this will take approximately 40% of your time during the year.
- Support the rest of the summer team in the execution of program goals and objectives across every summer program.

5. Communication and Relationships

It is expected that all staff members will take initiative in communication and ensure that all parties are kept informed as required. It is expected that this person will subject themselves to the lines of authority and have an appreciation for the overall goals of the organization.

Financial Responsibility

- Is fiscally responsible within the budget for the areas over which he/she is responsible.
- Helps to determine the best use of resources to accomplish Camp's mission.

Key Contacts:

- Lead Director of Summer Programs
- Summer Program Team
- Lead Staff
- Summer Staff Coordinator

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Knowledge, Ability, Education and Experience

- Strong communication skills, both written and verbal.
- Strong organization abilities; plans, anticipates needs, prioritizes tasks, maintains focus.
- Must be flexible and able to adjust quickly to changing priorities.
- Strong leadership ability, and a team player.
- Able to recruit, train and manage volunteers.
- Training or expertise in the following: administration, management, summer camp, leadership, computer skills (Microsoft Office Suite & Google Docs).

Conditions of Work and Benefits

1. Must willingly sign agreement to and acceptance of Mini-Yo-We's Statement of Faith, Community Covenant, and the General Staff Guidelines as published in the Staff Manuals.
2. Participation in the LTD insurance portion of the benefits plan is required and that portion is paid by the employees. You have the option to be enrolled in the Mini-Yo-We health benefits package after your three-month probation period. Camp pays 50% of the premiums
3. Reviews are conducted at six-month intervals to start and at least annually thereafter.
4. Meals are provided during your working hours when programs are running and a kitchen is in operation, in accordance with the staff meals policy.

Résumés will be accepted until the position has been filled.

Via email: michelle@miniyowe.com or mail: Attention: Michelle Little
1878 Muskoka Road 10 West RR2, Port Sydney, ON P0B 1L0.

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