



**campmyw.com**

**Address:**  
1878 Muskoka Road 10 West  
Port Sydney, ON P0B 1L0

**Email:** info@miniyowe.com  
**Phone:** 705-385-2629  
**Fax:** 705-385-2633

## **Camp Mini-Yo-We Position Description** ***Maintenance Technician***

---

### **Position Identification:**

**Job Title:** Maintenance Technician  
**Reporting To:** Peter Bergs, Site Manager  
**Position Location:** Port Sydney, ON  
**Prepared By:** Peter Bergs, Site Manager  
**Date Prepared:** January 2019

### **Organization Profile:**

Camp Mini-Yo-We (“Camp”) is a community. Choosing to work in this community is more than taking a “job”; it is deciding to be part of a team committed to achieve our mission: *Developing tomorrow’s leaders through life changing adventures in God’s creation.*

### **Position Summary:**

This is a year-round staff position contributing to the day-to-day operation of the site. The person filling this position works as part of the Operations Staff Team and will provide leadership in their area of responsibility. They must be willing and active in taking training to improve their knowledge and skills in their area of responsibility.

### **Personal Qualifications:**

- Be a Christian demonstrating a mature attitude of servant leadership, while having a heart for children and young people.
- Have a servant attitude, being both helpful to all and committed to “community”; the person in this role must be flexible and willing to pitch in and assist as part of the team.
- Be a teachable person of integrity.
- Be cheerful, with an upbeat personality and a pleasant manner and helpful attitude towards all – both young and old. Demonstrate ease of communication with parents/guardians, suppliers, children, church leaders, and fellow workers.

*Developing tomorrow’s leaders through life-changing adventures in God’s creation.*

**campmyw.com**



**campmyw.com**

**Address:**  
1878 Muskoka Road 10 West  
Port Sydney, ON P0B 1L0

**Email:** info@miniyowe.com  
**Phone:** 705-385-2629  
**Fax:** 705-385-2633

## **Key Responsibilities:**

### **1. Job Duties**

- A. Facility Maintenance (Includes the following):
  - Participate in routine operation and minor repairs of camp facility services – water, sewer, hydro, phones, heating, garbage & recycling, and security
  - Assist with road and trail upkeep
  - Work as part of the team that delivers custodial services including housekeeping, snow clearing, garbage and recycling pickup, firewood processing, and routine site inspections
  - Operate vehicles and trailers on- and off-site
  - Complete minor repairs to buildings, program structures, and docks as assigned or needed.
  - Help with grounds keeping and maintenance of related equipment
  - Implement emergency procedures in response to emergencies (fire, loss of water, hydro, phones etc.)
  - Maintain shop and shop inventory
- B. Equipment and vehicle repair
  - A goal of this hire is to add capabilities in the repair of vehicles and small to medium equipment to our team
- C. Group leadership
  - This position will have periodic responsibility to lead work crews of volunteers, summer staff, and teen campers in group tasks.

### **2. Communications 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.

### **3. Record Keeping**

Maintain the system of records which facilitates and supports the responsibilities of the position

Developing tomorrow's leaders through life-changing adventures in God's creation.

**campmyw.com**



**campmyw.com**

**Address:**  
1878 Muskoka Road 10 West  
Port Sydney, ON P0B 1L0

**Email:** info@miniyowe.com  
**Phone:** 705-385-2629  
**Fax:** 705-385-2633

#### **4. Other Duties as Assigned**

There will be a wide array of additional duties required for short duration to facilitate the overall objectives of the ministry. The person filling this role must be flexible and willing to pitch in and assist as part of a team.

#### **5. Problem Solving and Decision Making:**

Makes task and problem-solving decisions within the context of camp policy, supervisor's instructions, and an understanding of the needs of camp to deliver good service to clients and good stewardship of camp assets.

### **Knowledge, Ability, Education and Experience:**

- Clear verbal and written communication
- Prioritizes tasks and stays focused to complete them
- Flexible in dealing with changing conditions
- Functions as a team player contributing to and accepting mutual support and accountability
- Able to organize and lead groups of people in a common task. Abilities to organize tasks for groups, instruct participants in the task, and monitor and evaluate completion to a specified standard are important.
- Experience with small machinery and vehicle repair.
- Post-secondary technical diploma is desirable.
- Training or experience in the following: Operation of small water systems, general knowledge of building maintenance and upkeep, standard first aid certificate, general knowledge of Health and Safety standards, basic computer skills (Microsoft Office Suite).

### **Key Contacts:**

- Site Manager
- All Year Round Staff
- Summer Operations Staff
- Volunteers

### **Financial Responsibility:**

- Contributes suggestions the development of the Maintenance budget
- Works in a way that demonstrates good stewardship of camp's financial and physical resources
- Helps to determine the best use of resources

Developing tomorrow's leaders through life-changing adventures in God's creation.

**campmyw.com**



**campmyw.com**

**Address:**

1878 Muskoka Road 10 West  
Port Sydney, ON P0B 1L0

**Email:** [info@miniyowe.com](mailto:info@miniyowe.com)

**Phone:** 705-385-2629

**Fax:** 705-385-2633

## Conditions of Work and Benefits:

- Staff members must willingly sign agreement to and the acceptance of Camp's Statement of Faith and Community Commitment
- Approximately 35 to 40 hours per week yearly average, including scheduled shifts and on-call duties or after hours responsibilities.
- Compensation is paid bi-weekly by direct deposit
- 10 sick days as outlined in the staff benefit manual
- 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
- Meals are provided during your working hours when programs are running and a kitchen is in operation, in accordance with the staff meals policy.
- Staff is not permitted to bring a pet onto the campsite unless the pet is owned prior to joining staff and the permission of the Executive Director is obtained.
- Room and Board if required will be outlined in letter of offer.
- Reviews are conducted at six-month intervals to start and at least annually thereafter.
- Employees have the opportunity to enroll in a RRP (Registered Pension Plan) that adheres to the ITA and CRA requirements.
- The pension fund is managed by The Great West Assurance Company.
- This RPP program is available to permanent Full Time employees after the 3-month probationary period. A minimum contribution of 2% is required to participate.

## **Résumés will be accepted until the position is filled.**

via e-mail: [peter@miniyowe.com](mailto:peter@miniyowe.com) or mail: Attention: Peter Bergs 1878  
Muskoka Road 10 West, Port Sydney, ON P0B 1L0.

Developing tomorrow's leaders through life-changing adventures in God's creation.

**campmyw.com**