



SUMMER STAFF

2019 Team Essentials

Overview

Thank you for your interest in joining the staff team at Camp Mini-Yo-We for Summer 2019! This document contains important dates, position descriptions, an outline of the hiring process, our staff standards and more. If you have any questions please contact us!

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Summer Camp Dates

For a complete summary of which programs are offered each week of the summer please see our Dates & Rates webpage at www.campmyw.com/register.

WEEK 1 July 7-13	WEEK 2 July 14-20	WEEK 3 July 21-27	WEEK 4 July 28 - August 3	WEEK 5 Aug. 4-10	WEEK 6 Aug. 11-17	WEEK 7 Aug. 18-24	WEEK 8 Aug. 25-28
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Important Staff Dates

Staff training is mandatory for all summer staff. Depending on your position in the summer (Lead Team or Cabin Leading) you will be expected to arrive at a different time.

Lead Team Arrival: Monday, June 24th @ 7:00-9:00 PM

Cabin Leaders Arrival: Thursday, June 27th @ 2:00-3:00 PM

LEAD TEAM	LEAD TEAM + CABIN LEADERS		
Arrival: June 24 Training: June 25-27	Kick-Off: June 27 Skills Week: June 28 - July 1	Leadership Conference July 2-6	Summer's End August 28-31

Skills Week: Summer staff are trained in activities that campers can sign up for while at Camp. This includes things like archery, canoeing and way more... we offer 20+ activities each week.

Leadership Conference: These days include all training you need to succeed in your role at Camp! This time includes world class speakers on growing as a leader, talks on safety rules & regulations talks, seminars on dealing with difficult situations, team building initiatives, faith-growing exercises as well as fun and games.

Summer's End: A free 4-day experience for all summer staff and current LITs where everyone come together after the last campers leave to reconnect and have fun before heading home. This experience includes great teaching, delicious food, times of worship, games and activities, free time with friends, and an opportunity to decompress before the summer ends.



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Summer Staff Positions

There are a wide range of different positions to be filled each summer at Camp Mini-Yo-We! Whether you prefer to be in a cabin, running games, working in administration or capturing everything that is going on through photos & videos - we have a role for you!

CABIN LEADING:

Cabin Leaders serve by caring for their campers each week in their cabin. It's your job to provide your campers the best experience Camp can offer. Cabin Leaders lead cabin devotions, teach instructions, act in campfire skits, and dress up for amazing program games.

LEAD TEAM ROLES:

Section Head oversee a group of campers and their cabin leaders. It's your job to ensure campers are safe, having fun, and experiencing the love of Christ through our Cabin Leaders. Another key aspect is discipling and caring for cabin leaders in your section.

Program Heads and the program team are dedicated to providing amazing games and activities to the campers throughout the week. You will help organize ways to incorporate each weeks' unique camper theme to provide the best experience for all the campers.

Ministry Heads are responsible for the spiritual teaching for each program. You will work closely with the Discipleship Director to develop bible studies, teach & disciple campers, coordinate worship, and more.

Waterfront Heads and their assistant oversee swimming lessons, free swim, and other water activities. This position requires you to have your NLS and Instructors certification. The minimum age for a waterfront director is 18 years of age.

Activity Heads coordinate the various instructions that campers participate in throughout the week. Primary responsibilities creating activity schedules, ensuring equipment is in good working order, and maintaining a high standard for camper safety during instructions.

Instruction Specialists are responsible for overseeing and maintaining a specific activity area at Camp. Roles include the oversight of (1) Mountain Biking, (2) Wakeboarding, (3) Rocks & Ropes and (4) Out-tripping. If you check this box please indicate in the box at the bottom of the page which specific role you feel qualified to oversee. Later in the application you be asked to indicate applicable training and certification.

1. Mountain Biking Head
2. Wakeboarding Head
3. Rocks & Ropes Head
4. Out-tripping Head



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Creative Heads have the primary role of overseeing the craft instruction for campers in their program. They also assist the Program Team in developing creative ways to immerse campers in each week's theme through murals, props, costumes and more!

Small Group Leaders play a critical role in our Leadership Development programs for teens ages 14-17. Primary responsibilities include mentorship, teaching, and connecting on a personal level with teenagers. We are looking for highly mature and teachable individuals to fill these roles.

Assistant Directors work closely with the director of their program to oversee all other staff and campers. Responsibilities include administrative work, contacting camper parents, helping with staff/camper discipline, meeting regularly with lead staff members to support their roles and more.

Tuck Shop Team Members works in Camp's store to sell snacks, apparel and souvenirs. Ideal members have experience in retail and good customer service skills. Primary responsibilities include organizing inventory, restocking the Tuck Shops, managing camper accounts, contacting parents about account details, and displaying products in the stores.

Promotion Team Members share what is happening at Camp online through photography and videography. Ideal applicants would have experience in managing social media, taking photos, shooting videos and editing both photo and video content.

Administrative Team Members work in our office on the front-line, interacting with camper parents. Primary tasks include registering campers, managing family accounts, answering phone calls, responding to emails and inquiries, as well as various administrative tasks.

QUESTIONS?

Not sure which role best fits you?

Send us an email so we know you are interested and we can discuss different opportunities over email or on the phone.

Michelle Little
Summer Programs Director
michelle@miniyowe.com





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Staff Pay & Financial Aid

We recognize that for many summer staff members there is significant financial pressure as they seek to save money for post-secondary education and other expenses.

All summer staff that work 5+ weeks will benefit from the following:

- 1. Summer Staff Honorariums:** Staff members receive a weekly honorarium for each week they work in the summer. The amount of your weekly honorarium will be indicated on your contract when you accept your position.
- 2. Mini-Yo-We Alumni Association:** This group of monthly donors have rallied around supporting our summer staff. At the end of the summer you will receive a “bonus cheque” based on a certain percentage of your total pay. In 2018 we were able to give each staff member a 30% bonus on top of their honorarium.

STAFF HONORARIUMS:

All staff members who commit to work at Camp Mini-Yo-We for **5 or more weeks** in the summer qualify for a weekly allowance. There is no need to apply. An allotted amount will be given to you for your service, based on the following factors:

- a) Staff position
- b) Number of years as Staff
- c) Qualifications
- d) Other factors

This set amount will be indicated on your contract. Staff will be paid at the end of the Summer.

Staff hiring forms required:

	If you are receiving <u>more</u> than \$500	If you are receiving <u>less</u> than \$500:
Signed Contract	Required	Required
TD-1 & TD-1 ON Forms	Required	n/a
Photograph of SIN Card	Required	n/a



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Skills Week Preferences

During Skills Week training, each summer staff member will be trained in two Skills. During the application process you will be asked to list your 4 preferred skills from the following:

- Archery
- Mountain Biking
- Canoeing
- Kayaking
- Rock Climbing
- High Ropes
- Sailing
- Wilderness & Out tripping

Please note that the final decision regarding which of your four preferred skills you will take during skills week is decided by your director. The earlier you apply and get your preference in, the higher the chance you will get the skills you desire. We do this to ensure a good balance of instructors for each of the activities being offered to our campers.

Criminal Record Checks & References

All summer staff members ages 18 or older at the time of serving in the summer must have a Criminal Record Check on file. Returning staff ages 18 or older need to have one dated within the last 5 years. Your original Criminal Record Check should be sent to the main office as soon as you receive it. Obtaining a Criminal Record Check can be done online or at your local police station.

- If you want to complete the process online please e-mail Cathy Faubert our Staff Coordinator at cathy@miniyowe.com and she will send an online request.
- If you want to complete the process at your local police station and require a letter of request, please e-mail Cathy Faubert our Staff Coordinator at cathy@miniyowe.com.

We are required to have references for every staff member and volunteer. New staff must have 3 references (Pastor, Employer, & Adult Family Friend). Returning staff need 1 reference (Pastor). After you submit your application you will receive a confirmation e-mail with links to a survey that you need to forward onto the references. This should be done immediately after you apply.



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Spring Crew

Spring Crew is an additional work opportunity for summer staff during May and June. Spring Crew members help prepare us for the summer months and support our Mini-Yo-We Interns in serving our guest groups. groups and provide financial assistance summer staff. To apply for Spring Crew you must be accepted for a summer position for at least 5 weeks.

SPRING POSITIONS:

Spring Crew members are divided amongst various crews during the work day. You can get a general idea of what each crew does by reading their description below. Please select your preferred choice below.

- **Operations Crew:** Putting in docks, setting up slides, painting buildings, basic construction, etc.
- **Housekeeping & Grounds-keeping:** Mowing lawns, cleaning washrooms & accommodations, etc.
- **Outdoor Centre Crew:** Hosting groups, instructing activities, dishes, and cleaning accommodations.
- **Kitchen Crew:** Supports our food service staff making meals and opening kitchens.
- **Office Crew:** Answering phones, registering campers, daily administrative tasks as assigned.
- **General Crew:** Help as needed in any of the above tasks listed above. Will primarily focus on support the Operations, Housekeeping & Grounds-keeping and Outdoor Centre crews as needed.

DATES:

The majority of Spring Crew members beginning early in May. It is important that you indicate your available start date as accurately as possible while filling out your application. Your personal start date will be determined on the basis of several factors: Outdoor Centre group bookings, site preparation needs, available start date, and crew budget.

For questions regarding Spring Crew please contact Michelle Little our Summer Programs Director at michelle@miniyowe.com or by phone at 705-384-2629.



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Responsibilities of Staff Members:

The vision for our summer staff team is to form one body united in a common vision and sold out to the purpose of helping young people and families grow closer to Christ. Therefore, it is necessary that all staff members and trainees of Camp Mini-Yo-We pursue spiritual maturity, godliness and ministry without unnecessary distraction. Camp Mini-Yo-We strives by the grace of God to maintain a spiritual environment in which God can accomplish his purposes in the lives of campers and staff. Those who apply and are accepted to serve as paid or volunteer staff at Camp Mini-Yo-We must agree to maintain its standards, which have the Word of God as their basis and are summarized below. Those who apply to Camp Mini-Yo-We and cannot, in good conscience, agree to uphold these standards in their beliefs, conversations and lifestyles should seek another more acceptable situation.

WHO WE ARE

Camp Mini-Yo-We is a Christian summer camp & retreat center jam packed with adventure and fun! Mini-Yo-We offers a unique camp experience, innovative programs, excellent leadership opportunities, dedicated staff and a safe place for campers and guests to stretch and grow physically, socially, mentally & spiritually; to be the people God wants them to be.

Vision: Transforming lives that transform communities for Christ

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

ORGANIZATIONAL PRIORITIES

- **Promote Safety** - Safety means no injuries, no accidents and no close calls in all areas of Camp Mini-Yo-We.
- **Proclaim Christ** - Our goal individually and as a community is to point people to Jesus. In this we should be like lighthouses that are both seen and heard. We provide direction by our actions and our speech.
- **Prefer Others** - Preferring others means we dwell on our responsibilities to others, not focusing on our personal benefit. Ask, "What Would Jesus Do?" and do it. Be genuinely friendly. Live Philippians 2:2-11.
- **Provide Fun** - Fun is enjoyable, exciting activity. For fun to be fun it must be fun for everyone. Camp is a great opportunity for adventure, creativity, action and friendship. We will strive to maximize these opportunities.
- **Practice Stewardship** - The Earth is the Lord's and He has entrusted it to our care (Psalm 24:1, Genesis 2:15). We will be careful stewards of creation and of the money, equipment and facilities He provides for us.

SUMMARY

1. To passionately embrace the purpose and values of Camp Mini-Yo-We.
2. To faithfully uphold the Statement of Faith.
3. To wholeheartedly adhere to Camp Mini-Yo-We staff standards.



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Statement of Faith

1. We believe that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit. (*Duet. 6:4; Neh. 9:6 Matt. 28:19; John 14:16-17; 1 Cor. 8:6; 2 Cor. 13:14; Eph. 2:13-18*)
2. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (*Matt. 1:23; John 1:1-2; John 1:14-18; Rom. 3:24-25; 1 Peter 2:21-24; 1 John 2:1-2; Rev. 3:10*)
3. We believe all human beings are created in the image of God, but through sin of the first man Adam, separation from God has passed to the entire human race. Therefore all now have a sinful nature. We further believe that sin and its penalty of physical and spiritual death has passed on to the entire human race and therefore, all people are subject to eternal judgment and cannot save themselves. (*Gen. 1:27; Isa 53:6; Acts 17:24-28; Rom. 3:10-12. 23; Rom. 5:12-19; Eph. 4:18-32*)
4. We believe in the inspiration of all Scriptures, originally given by God, that they are inerrant and the final authority of faith and life. (*Luke 4:4; 1 Thess. 2:13; 2 Tim. 3:16; 2 Peter 1:20-21*)
5. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. Salvation is a gift of grace from God, which man cannot earn through works, but only through faith in Jesus Christ. (*John 3:3-21; Rom 3:24-25; Rom 4:1-9 Eph 1:1-7; Titus 2:11-14; 1 Peter 2:24; 1 John 5:11-13; Eph. 2:8-9*)
6. We believe in the present ministry of the Holy Spirit by Whose indwelling, the Christian is enabled to live a godly life. (*1 John 3:5; John 14:26; John 16:7-14; Acts 1:5-8; Acts 4:8, 31; Rom 8:9,14,23; Rom 15:16; 1 Cor 6:19, 20; Gal. 5:6*)
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (*Luke 16:19-26; John 5:28-29; John 11:15-16; John 14:2-3; 1 Thess 4:16- 17; 2 Thess. 1:7-9; Rev. 20:11-15*)
8. We believe in the spiritual unity of believers in our Lord Jesus Christ, who is the head of the church. (*Rom 12:5; Eph. 4:3-10; 1 Cor. 12:12-17; Col. 2:19*)
9. We believe there is one God and one mediator between God and men, the man Christ Jesus. (*1 Tim 2:5; Heb. 8:6; Heb.12:24*)



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Staff Standards

PERSONAL HOLINESS AND CODE OF CONDUCT

God's standards for living are central to the teachings of the Bible. For example:

[Jesus replied] "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength... [and] Love your neighbour as yourself." (Mark 12:30-31)

God has called us to live holy lives, not impure lives. (1 Thessalonians 4:7)

Brothers and sisters, God has shown you his mercy... Your bodies are a holy sacrifice that is pleasing to God. When you offer your bodies to God, you are worshiping him in the right way. (Romans 12:1)

God gives us these and like instructions for our own good so that our lives will reflect Him and His hopes for us.

Staff members of Camp strive to glorify God by living according to the instructions He provides in His Word, the Bible. We commit to pursue a God-like nature, characterized by "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" (Galatians 5:22-23), and to refrain from behaviour like that described as "acts of the flesh" (Galatians 5:19-21). This includes but is not limited to:

- An abusive manner, vulgarity, gossip, excessive arrogance or pride, divisiveness, blasphemy and the like (Ephesians 4:29, 5:4; James 3:1-12)
- Harassment or misuse of authority, including romantic involvement with campers (John 13:34-35; 1 Peter 5:1-3)
- Dishonesty, including lying, deceitfulness, cheating, stealing and the like (Colossians 3:9; Ephesians 4:25,28)
- Involvement in the occult and the like (Acts 19:19; Galatians 5:19)
- Extramarital sex (1 Corinthians 6:12-20; Ephesians 4:17-24; 1 Thessalonians 4:3-8; Romans 1:24-28; 1 Timothy 1:9-10)
- Substance abuse (Ephesians 5:18; Galatians 5:19-21)
- Entertainment, including mobile media, TV, movies, games and the like, that would reasonably be considered to be inappropriate (Romans 13:11-14; Galatians 5:16-21)
- Criminal activity (Romans 13:1-4; 1 Peter 4:15)

We affirm God's purpose and order in marriage as the permanent union between one man and one woman (Matthew 19:3-6). Staff commit to maintain the sanctity of marriage and to take every positive step possible to avoid divorce if married.

Anyone who does not maintain these standards of conduct while on staff will have it identified to them by leaders at Camp. These leaders will work with the staff member to bring about restoration and resolution within a climate of forgiveness and grace. The inability for restoration and resolution is grounds for dismissal.



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CODE OF ETHICS

Believing the Scriptures to be the very Word of God and our guide for spiritual life and conduct, and our help to knowing God's will: *I am committed to spending time regularly in reading, studying the Bible, and in prayer, in order to keep me spiritually fit.*

Believing the Christian's spiritual walk with God to be of utmost importance and realizing this cannot be maintained alone: *I am committed to establishing vital relationships with other believers to share my Christian walk and to keep me accountable for my spiritual life.*

Believing the church to be instituted by God as a place of worship and fellowship to help believers grow in their Christian faith: *I am committed to an active involvement in a local church and to be diligent in my support of the leadership of the church as well as the programs of the church.*

Believing a Christ-like attitude and conduct to be what God wants for all believers: *I am committed to striving to practice spiritual, mental, moral, ethical and sexual purity at all times.*

Believing that what we say and do will have an impact on anyone we come in contact with: *I am committed to striving to be an example in work, words and actions of the kind of lifestyle others may use as a role model for their lives.*

Believing that unity is an absolute necessity for the smooth working together of all areas of Camp Mini-Yo-We: *I am committed to being a supportive member of the staff team by building a strong working environment with words and actions that are constructive and helpful in keeping lines of communication open, thereby maintaining a team effort at all times.*

Believing that God delights in excellence and integrity: *I am committed to striving to maintain high standards of performance in my job as detailed in the staff manual.*

Believing that God desires His children to follow the authorities He places us under: *I am committed to following the policies and procedures of Camp.*

Believing that God's Word teaches that we should correct each other in love: *I am committed to listening and responding in a Christ-like manner to those who bring something to my attention.*

Believing that God wants me to serve Him at Camp Mini-Yo-We: *I understand and agree to abide by the Staff Model, Code of Ethics, Policies and Procedures of Camp Mini-Yo-We.*

CONDITIONS OF SERVICE AT CAMP MINI-YO-WE

Please read the following conditions. If you accept these conditions and are willing to be subject to the rules governing Camp Mini-Yo-We, please sign the appropriate part of your application.

1. The Camp Director reserves the right to dismiss a staff member who, in his/her opinion, is a hazard to the safety and the rights of others, or who appears to him/her to have rejected the reasonable controls of Camp.



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CONDITIONS OF SERVICE AT CAMP MINI-YO-WE (CONTD.)

2. Staff members will receive a copy of Camp's Staff Manual. Staff members are required to have read and understood the manual, and follow the policies and procedures set out within it. Failure to do so may result in dismissal by the Camp Director.
3. Precautions are taken for the safety and good health of our staff, but in the event of accident, sickness, Camp Mini- Yo-We Incorporated, including the Camp Directors and their staff, and the employees of facilities outside of the camp ground, are hereby released from any liability. Each staff member must be covered by Provincial Health Insurance or equivalent private medical insurance.
4. In case of a medical emergency, I hereby give permission to the physician selected by the Camp Director to hospitalize, secure proper treatment for, and to order injection, anesthesia, or surgery for the staff member as named in this application.
5. In the event that a staff member requires special medication, diagnosis, or treatment beyond that which is possible at the camp, family members will be notified and will be charged with the additional expense of transportation and special care.
6. I give permission for Camp Mini-Yo-We to use any image or likeness or recording of me for promotional use. I give permission for my name and address to be used on a staff mailing list.
7. I give permission to Camp Mini-Yo-We to retain the information in the staff application. All information will be kept confidential except address and telephone information which will be used for contact lists for staff.
8. I accept the Camp Mini-Yo-We statement of faith and mission statement, and will teach, instruct, and conduct myself in keeping with the beliefs set out therein.

COMMITMENT TO THE MINISTRY OF CAMP MINI-YO-WE

Upon acceptance as a staff member of Camp Mini-Yo-We, I agree to abide by the above Statements of Purpose, Faith and Standards.

1. I will support in good spirit the traditions, policies, values and mission of Camp Mini-Yo-We.
2. I will welcome instruction and seek to benefit from it.
3. I will be a good example and a strong Christian witness to all campers and staff.
4. I will perform all tasks conscientiously and joyfully.
5. I will be willing to go above and beyond the call of duty to the betterment of the camp ministry, including being willing to serve in other areas if the need arises from time to time.
6. If I am offered a position and I accept it, I will honour my commitment.
7. I will be a positive contributing member of the staff team, helping to build unity and support each fellow staff member.
8. I have read, understood, and am in agreement with the contents of "The Responsibilities of Camp Mini-Yo-We Staff Members" and will support, promote and seek to live out the beliefs, values and principles it represents.
9. I will make it a priority to be growing in my walk with God and to maintain regular personal private devotions (including prayer and Bible reading).
10. I am free of pending criminal charges or convictions that would preclude me from working with children.



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What to Bring

MUST HAVE:

- Bible
- Khaki bottoms for uniform (shorts, pants or skirt)
- Summer clothing (shorts, t-shirts etc.)
- Warm clothing (jacket, sweatshirt, hoodie, jogging pants etc.)
- Undergarments/warm socks
- Hair products (brush, shampoo, etc.)
- Toiletries
- Bath towel
- Beach towel
- Swimsuit(s) - 1 piece for women (or tankini), shorts for men. Modest for all.
- Warm sleeping bag or duvet (some available for International Staff - email your Director if needed)
- Pillow
- Sandals/running shoes
- Raincoat
- Hat
- Sunscreen/insect repellent
- Pen/paper/stationary
- Alarm clock

GOOD TO HAVE:

- Rain boots/umbrella
- Toque and mitts for August
- Small lamp
- Books (novels, devotionals, etc.)
- Some dress clothes (skirts, ties, etc.)
- Costumes (hats, vintage, bright clothing)
- Single fitted sheet set

WHAT NOT TO BRING:

- Alcohol/cigarettes/illegal drugs
- Knives - pocket or camping - unless leading a trip - must be kept in Director cabin
- Air Soft Guns, BB Guns - No Guns Period
- Electronics: Laptops, Gaming systems - i.e. Xbox, Gameboys, T.V.'s/DVD players
- Movies - DVD's, videos
- Music/artists that contradict the message of Christ (i.e. offensive or negative content) (ALL music choices remain under leadership and will be confiscated if discretion is not used)