



ADULT VOLUNTEERS

Essential Information

Overview

Thank you for your interest in joining the volunteer team at Camp Mini-Yo-We for Summer 2020! This document contains important dates, position descriptions, an outline of the hiring process, our volunteer standards and more. If you have any questions, please contact us!

Meaghan Tamming
Volunteer Coordinator
meg@miniyowe.com

New This Year!

If you have been volunteering with us for a number of years, here is a short list of a few changes we are making to volunteering for Summer 2020!

- 1. Increased Savings //** We're increasing the volunteer discount for our Food Service and Maintenance Team members as well as Muskoka Hall Hosts to \$200 per camper!
- 2. Stackable Discounts //** Now you can take advantage of BOTH the volunteer discount and our early bird registration discounts. We want to encourage you to register early and save even more on sending your kids to Camp!
- 3. Discounts Applied Immediately //** Instead of waiting until we have all your paperwork, we are going to apply your volunteer discount as soon as your application is processed. This will reduce your monthly payments as soon as you apply!
- 4. Maximum Discount Increase //** The maximum discount per child has now increased to \$475 for operations volunteers and \$575 for medical volunteers if both parents volunteer.

Outline

Volunteer Dates	Page 2
Volunteer Positions	Page 2
Volunteer Discounts	Page 3
Volunteer Application Process	Page 4-7
Volunteer Packing List	Page 8
Volunteer Conditions of Serving	Page 9-10



ADULT VOLUNTEERS

Essential Information

Volunteer Dates

We need volunteers to help run Camp every week of the summer!

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

- Training Week 1 (June 21-27)
- Training Week 2 (June 28 - July 4)
- Week 1 (July 5-11)
- Week 2 (July 12-18)
- Week 3 (July 19-25)
- Week 4 (July 26 - August 1)
- Week 5 (August 2-8)
- Week 6 (August 9-15)
- Week 7 (August 16-22)
- Week 8 (August 23-29)
- Week 9 (August 30 - Sept. 5)

Volunteer Positions

MEDICAL SERVICES: Volunteers care for campers, distribute medication, provide first aid and support Camp in critical situations. Ideal for practicing nurses, doctors and paramedics.

MAINTENANCE SERVICES: Volunteers support our maintenance staff in cleaning washrooms, collecting garbage, cutting grass, and maintaining the property. No experience required!

FOOD SERVICES: Volunteers help our full-time staff provide meals to campers. We operate four kitchens and a central food distribution building (the Quonset) every week of the summer. No experience required... just willing hands! Positions on the Food Service Team include:

- **Cook:** Willing hands to help prepare meals for our campers. You will be hands on in one of our kitchens chopping vegetables, stirring soup, baking brownies and more!
- **Head Cook:** Experience volunteers who have a deeper knowledge of how our kitchens operate. These individuals will take the lead in one of our kitchens while supporting the other cooks.
- **Quonset Helper:** Quonset is our central food-service location. Quonset Helpers work alongside our Quonset Manager to distribute food to each of our four kitchens and ensure that our Head Cooks have everything they need to prepare each meal.

MUSKOKA HALL HOST: The Muskoka Hall is open for the staff during their time off to hang out, connect to WiFi, play games and enjoy snacks, coffee and tea. It is open from 10am to 10pm and is expected to be actively hosted through the majority of the day, with the exception of meal times. The Muskoka Hall Host serves as a key part of our staff care and support team. You are available to support the staff through prayer, conversation, and to offer refreshments. You are also responsible for ensuring snacks/drink supplies are stocked, coffee is made, and the hall is kept clean. This includes communicating with the custodial team for washroom and garbage needs, daily vacuuming, tidying, and reorganization of furniture. You will be provided with a small amount of petty cash to creatively "surprise and delight" the staff with refreshments. *Maximum 1-2 people required.



ADULT VOLUNTEERS

Essential Information

Volunteer Discounts

OPERATIONS VOLUNTEER DISCOUNT: Food Services, Maintenance Volunteers and Muskoka Hall Hosts will receive a discount of \$200 off per camper per week.

MEDICAL VOLUNTEER DISCOUNT: Medical Team Members (Nurses, Doctors, Paramedics) will receive a discount of \$500 off per camper per week.

DISCOUNT QUESTIONS:

FAQ: I am volunteering but don't have children of my own that are attending Camp. Can I apply my discount to someone else (grandchildren, friends, etc.)?

Yes. Grandparents can apply their volunteer discount to up to 4 grandchildren. If you wish to gift your discount to another family you can receive a single \$200 Certificate to be used by the family of your choice. Please reach out to the Volunteer Coordinator and we would be happy to assist you in making this happen.

FAQ: Can we get double the discount if both parents volunteer?

Yes. If both parents volunteer the discount will be doubled for each child in your immediate family. The maximum discount per child is \$575 for medical volunteers and \$475 for operations volunteers.

FAQ: Can the volunteer discount be combined with other discounts and offers?

Yes! The volunteer discount can be combined with our Sibling Discount (for families of 3+ children) as well as Early Bird discount offers. *This is NEW for Summer 2020!*

FAQ: When is the volunteer discount applied to my family account?

New for Summer 2020! Your volunteer discount will now be applied to your household account as soon as your volunteer application has been processed. Please note that your volunteer discount will be removed in any of the following situations:

- We do not receive an original hardcopy of your police check before you arrive to volunteer.
- You decide to no longer volunteer for a week.

FAQ: Is there a limit to the number of children that can receive the volunteer discount?

Parents that volunteer can have their discount applied to any number of children in their immediate family. Grandparents can apply the discount to up to 4 grandchildren. Alternatively, you can receive a single \$200 certificate to be used by any other family of your choice.



ADULT VOLUNTEERS

Application Process

Step #1: Apply Online

Apply Today: www.campmyw.com/volunteer-application

Applications for all our summer volunteers are done entirely online. During the application process you will be required to provide your personal information, where and when you would like to serve, as well as references. After you submit your application, we will reach out to your references by email and ask them to fill out an online reference form.

You will be contacted once your application has been downloaded into our system. Our goal is to do this within a few days of you applying online.

Step #2: Sign Up Your Kids

Volunteers are encouraged to experience camp alongside their children. Many of the adults that join our team each summer are the parents or grandparents of children who are in camp or will be in the near future!

- **CHILDREN AGES 5-17:** Children who will turn 5 before December 31, 2020 must be registered in one of our week-long overnight programs. You can register for summer programs online at www.campmyw.com/register.
- **CHILDREN AGES 4 OR YOUNGER:** Children from your immediate family can be enrolled as a Grasshopper if they will be under the age of 5 by December 31, 2020 AND are toilet-trained. The Grasshopper Program is a day-care service for volunteers run by Mini-Yo-We Summer Staff that takes care of children during volunteer work hours. You will be responsible for dropping off and picking up your child each day, as well as staying with them overnight in your volunteer accommodation. You can find the grasshopper registration form online at www.campmyw.com/grasshoppers.

FAQ: Can my child do Discovery Day Camp and stay with me in my accommodation overnight?

Due to limited accommodations and conflicting schedules, all children that are age 5 or older by December 31, 2020 must be registered in a week-long overnight summer program. This allows us to provide the best possible experience for our campers throughout the summer. If you have any questions please reach out to meg@miniyowe.com.



ADULT VOLUNTEERS

Application Process

Step #3: Vulnerable Sector & Police Checks

Camp Mini-Yo-We is entrusted with the care of many children each summer and we are committed to providing a safe environment. We take the hiring of our staff and volunteers very seriously. We require a clear Vulnerable Sector Check (VSC) on file for all volunteers.

- **New Volunteers:** ALL new volunteers are required to submit a Vulnerable Sector Check (VSC) from their local police station for us to review and add to your volunteer file.
- **Returning Volunteers:** In addition to having a VSC on file, we require an updated Police Check to be provided by returning volunteers every five years. Our Volunteer Coordinator will let you know if you need to provide an updated police check for this upcoming summer. Please note that this can be obtained at a local police station OR done online through MyBackCheck. See the steps below for both options.

Please begin this process as early as possible, as it can take weeks (and sometimes months) to receive your Vulnerable Sector Check (VSC). The steps for getting a VSC differ depending on where you live. Please skip to the section that applies to where you live!



NOTE: INSTRUCTIONS VARY BASED ON WHERE YOU LIVE!

If you live anywhere in Ontario OUTSIDE of Toronto:

1. After submitting the volunteer application you will receive an email from the Volunteer Coordinator with a letter to bring to your local police station. If you need another copy of the letter please email the Volunteer Coordinator at meg@miniyowe.com. This letter will prove that you intend to volunteer at Camp and reduce the cost of getting a VSC.
2. Print the letter (If you need us to mail you a hard copy instead, please let the Volunteer Coordinator know).
3. Bring the letter, along with 2 pieces of identification (including *at least one* piece of photo ID) to your local police station to request the Vulnerable Sector Check.
4. When you receive the results, please mail the original hard copy results to:

Meaghan Tamming
Camp Mini-Yo-We
1878 Muskoka Road 10 West
Port Sydney, ON P0B 1L0

ORIGINAL HARD COPY

Our insurance company requires us to see the original paper hardcopy of your VSC, not a photocopy. We will send the original back once reviewed.



5. As soon as we receive the results, we will make a photocopy, sign off that we saw the original copy, and mail the original copy back to you for your own records.



ADULT VOLUNTEERS

Application Process

Step #3: Vulnerable Sector & Police Checks (Contd.)



NOTE: INSTRUCTIONS VARY BASED ON WHERE YOU LIVE!

If you are a resident OF TORONTO:

The Toronto Police Services have their own system for processing Vulnerable Sector Checks. They require you to fill out a form and send in payment of \$20.00 by Personal Certified Cheque or Money Order made payable to Toronto Police Services.

Please be sure to follow these instructions carefully, as the Toronto Police Services will reject any forms that are not filled out or paid for properly. Please begin this process as early as possible, as it can take weeks (and sometimes months) to receive your VSC.

Please follow these steps to complete your check:

1. After submitting the volunteer application you will receive an email from the Volunteer Coordinator with a short form specifically for Toronto residents. If you need another copy of the form please email the Volunteer Coordinator at meg@miniyowe.com. Please note that this form is not available online and must be obtained from the Volunteer Coordinator directly.
2. Print the form on legal size paper (If you need us to mail you a hard copy instead, please let the Volunteer Coordinator know).
3. Read the form carefully and fill it out
4. Mail the form, along with payment of \$20.00 by Certified Cheque or Money Order, to:

Records Management Service
Toronto Police Services
40 College St
Toronto, ON M5G 2J3

5. When you receive the results, please mail the original hard copy results to:

Meaghan Tamming
Camp Mini-Yo-We
1878 Muskoka Road 10 West
Port Sydney, ON P0B 1L0

ORIGINAL HARD COPY

Our insurance company requires us to see the original paper hardcopy of your VSC, not a photocopy. We will send the original back once reviewed.



6. As soon as we receive the results, we will make a photocopy, sign off that we saw the original hard copy, and mail the original hard copy back to you for your own records.



ADULT VOLUNTEERS

Application Process

Step #3: Vulnerable Sector & Police Checks (Contd.)

HOW TO GET AN UPDATED POLICE CHECK:

Returning volunteers are required to provide an updated Police Check every five years after their first-year volunteering. Our Volunteer Coordinator will let you know after you apply if you require an updated Police Check for this upcoming summer.

This process can be completed either online or at your local police station:

- **Obtain a Police Check Online:** Our Volunteer Coordinator will send you a personalized link to a company called MyBackCheck so you can obtain a Police Check online. Volunteers are required to cover the cost of the Police Check.
- **Obtain at a Local Police Station:** You can also provide a new Vulnerable Sector Check (see steps above) in lieu of doing MyBackCheck online. Volunteers are required to cover the cost of the Police Check.

Step #4: Additional Paperwork

Volunteers are also required to complete a few additional forms and training to be fully accepted on to our team. Please read the following carefully:

MEDICAL FORM: Volunteers are required to download and complete a [Staff Medical Form](#) before arriving. A new medical form is required every year to ensure we have the most accurate information during your time on property.

AODA TRAINING: We are required by law to ensure that all volunteers have receive AODA (Accessibility for Ontarians with Disabilities) training. If you are a first-time volunteer [you can complete the "general requirements" module on this website](#). It should take roughly 10 minutes. Please email the Volunteer Coordinate a photocopy of your signed certificate OR bring it with you when you come to volunteer. If you have already received AODA training (for camp or another organization) we simply need a record of that training on file. The Volunteer Coordinator can tell you if we have a record of past training.



ADULT VOLUNTEERS

Packing List

What to Bring

BEDDING: You are responsible for bringing your bedding! Please note that volunteer accommodations often have double or queen-sized beds. Email the Volunteer Coordinator if you would like to know what sized bed is in your accommodation.

- Fitted Sheet
- Warm Sleeping Bag OR Duvet
- Pillow

CLOTHING: What you want to wear will vary greatly depending on your volunteer position. Here are some suggested items for all volunteers and specific needs for each volunteer team:

- **Food Service Team:** You need to wear closed toed shoes and a hat while in the kitchen.
- **Maintenance: Team** Your responsibilities will vary day to day but it doesn't hurt to pack some clothes that can get dirty while doing a garbage run, cleaning bathrooms, etc. You are required to have closed-toed shoes and will benefit from steel toed shoes and work gloves.
- Summer Clothing (shorts, t-shirts, etc.)
- Warm Clothing (jacket, sweatshirt, hoodie, jogging pants, etc.)
- Undergarments + Warm Socks
- Swimsuit (we ask women to wear a 1 piece or tankini and men to wear shorts.)
- Rain Gear
- Hat

OTHER ITEMS:

- Water Bottle
- Travel Mug
- Bath Towel
- Beach Towel
- Toiletries
- Sunscreen
- Insect Repellent
- Alarm Clock

DO NOT BRING:

- Alcohol
- Cannabis
- Hunting guns, air soft guns, bb guns, etc.



WILL I HAVE INTERNET?

Volunteers will have limited access to the internet at our Summer Staff Lounge in the Muskoka Hall at Discovery Camp. This is simply due to the size of camp and the limited bandwidth in our remote location.



ADULT VOLUNTEERS

Conditions of Serving

Conditions of Serving

Please read the following conditions carefully. 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.

DISMISSAL: 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 policies, procedures and rules of camp.

HEALTH COVERAGE: Precautions are taken for the safety and good health of our staff, but in the event of accident or 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.

MEDICAL EMERGENCY: In case of 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 the application.

ADDITIONAL MEDICAL EXPENSES: 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.

PUBLICITY: I give permission for Camp Mini-Yo-We to use any photograph or video of my image for promotional use. I give permission for my name and address to be distributed on a staff mailing list.

DECLARATION OF ACCEPTANCE: I have read and understand the Camp Mini-Yo-We Mission and Statement of Faith and will conduct myself in keeping with the beliefs set out therein.

ALCOHOL & CANNABIS: Our highest priority is to provide a safe environment for our campers. Camp Mini-Yo-We is an alcohol and cannabis free facility. Everyone who serves on our team agrees to refrain from possessing or consuming alcohol and cannabis.

Mission & Vision

VISION: Transforming lives that transform communities for Christ

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



ADULT VOLUNTEERS

Conditions of Serving

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*)