



**campmyw.com**

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## Camp Mini-Yo-We Position Description ***Community Life Lead Instructor***

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### **Position Identification**

**Job Title:** Community Life Lead Instructor  
**Reporting To:** Year-Round Director  
**Position Location:** Camp Mini-Yo-We, Port Sydney, ON  
**Prepared By:** Jez Bell, Year-Round Director  
**Date Prepared:** January 13, 2020

### **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**

This position, Community Life Lead Instructor, is a year-round position with multi-faceted responsibilities: discipling the Interns, working with Outdoor Centre groups and helping with Summer Camp from late June to the end of August. Community Life Lead Instructors report to the Outdoor Centre Director. They act as resident advisors, living in one of the staff residences and providing Christ focused leadership, discipleship, and guidance to ensure the community life experience is positive enabling Mini-Yo-We Interns to grow spiritually in Christ, mentally, socially and emotionally. Leading regular bible studies, teaching bible focused leadership sessions and regular prayer time with the interns. They also assist in all aspects of our school and retreat programs including religious teaching, program instruction, staff scheduling, training, discipleship, maintenance, cleaning and customer service.

The person filling this role will assist in the care of program equipment on the site and will have responsibilities in one or more Mini-Yo-We Summer Camp ministries.

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## Personal Qualifications

- Be a Christian, demonstrating a mature attitude of servant leadership consistent with Jesus' teaching found in the Bible. This person will show a demonstrated understanding of youth and show interest in serving them.
- Community Life Lead Instructors must be a teachable man or women of integrity.
- He or she will be actively involved in a local evangelical church for personal spiritual nurture.
- Have a servant attitude; helpful to all team members, including volunteers; committed to community; he or she must be flexible and willing to pitch in and assist as part of the team.
- Staff members must willingly sign agreement to and acceptance of Camp's Statement of Faith, the General Staff Guidelines and Community Covenant as published in the Staff Manual.

## Key Responsibilities

### 1. Provide Leadership to Outdoor Centre Staff

- Provide spiritual leadership for staff members they supervise. Train staff in Biblical leadership teaching from the Servant leadership as demonstrated by Jesus. Also train staff in Christian camping skills used as a basis for ministry to guests.

### 2. Outdoor Centre Host/Facilitator

- Share Jesus Christ with members of the group to the extent possible. Facilitate the programs of Outdoor Centre guests at the site. Lead additional staff to provide instruction to groups.

### 3. Facility

- Responsible for the oversight of facility preparation and clean-up for Outdoor Centre groups by Outdoor Centre staff. Teach set standards for cleanliness and enforce them.

### 4. Outdoor Centre Business Plan

- Collaborate with the Outdoor Centre Director on the Mini-Yo-We Outdoor Centre Business Plan, and assist in the generation, updating and implementation of policies and procedures for the Outdoor Centre. Help to keep these documents up to date. Support the Outdoor Centre Director in executing approved strategies.

### 5. Administration

- Responsible for recording the bible study material and making recommendations for improved Spiritual teaching. Keep a complete, indexed, paper and electronic record of all spiritual teaching material, program materials and general program correspondence for each area of responsibility. Assist in the maintenance of a system of records to facilitate and support the responsibilities of the position.
- Responsible for the inventory and maintenance of much of Camp's program equipment and will make recommendations for repair, replacement and purchase of additional equipment.

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## 6. Communications and Relationships

- In this position, as in other camp positions, it is expected that staff members take the 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 mission and the vision of the Camp.

## 7. Other duties as assigned

- Additional duties will be assigned as annual objectives are determined which will facilitate the overall objectives of the ministry.

## Key Contacts:

- Mini-Yo-We Interns
- Year-Round Director
- Churches & Para-Church Organizations
- Schools
- Site Manager
- Custodian
- Food Service Manager

## Knowledge, Ability, Education and Experience

- Bible training consistent with Evangelical theology and practice.
- Ability to teach spiritual truth to young people through the camping program.
- Ability to lead bible study, prayer meetings and basic worship times (musical abilities not essential)
- Experience instructing and facilitating participants in outdoor pursuits in the context of Christian ministry. Experience should be broad and from multiple settings. Strong organizational and administrative abilities; knowing how to prioritize and maintain focus. Detail oriented.
- Strong communications skills, both written and verbal; the ability to cross all demographics.
- Leadership abilities and a team player.
- Experience leading, training and coaching junior instructor staff.
- Certificates from governing bodies of camping/outdoor activities such as challenge courses, canoeing, swimming, X-country skiing, first-aid, etc.
- Knowledge of group dynamics and team building facilitation skills.
- Training and/or experience in the following are preferred: hospitality, customer service, summer camp leadership, basic computer skills using Microsoft Office Suite.

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## Conditions of Work and Benefits

1. General time commitment is 5 days per week. This position involves frequent weekend and evening work.
2. No overtime is paid. Time off is taken to compensate for extended shifts.
3. Compensation is paid on a bi-weekly basis.
4. Starting Vacation is 2 weeks.
5. Meals at Camp are provided.
6. Staff members are not permitted to bring a pet onto the Camp site unless the pet is owned prior to joining staff and the permission of the Executive Director is obtained.

**Résumés will be accepted until the position has been filled.**

Via email: [jez@miniyowe.com](mailto:jez@miniyowe.com) or mail: Attention: Jez Bell  
1878 Muskoka Road 10 West RR2, Port Sydney, ON P0B 1L0.

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