

JOB POSTING



ASSISTANT FACILITY MANAGER

YEAR-ROUND • FULL-TIME

Contact Details

Reports To: Mike Leney, Facility Manager

Start Date: April 1, 2023 (flexible)

Compensation: \$38,000-\$43,000, 10-15 vacation days to start

Location: Port Sydney, ON

About Camp Mini-Yo-We

Camp Mini-Yo-We is a Christian summer camp and year-round retreat centre located in Muskoka on beautiful Mary Lake. We host roughly 2500+ campers a summer and 50+ guest groups throughout the year. We have a rich history as one of Ontario's premier summer camps since we opened in 1946. Our big idea is to develop tomorrow's leaders through life-changing adventures in God's creation.

About The Facility Team

The Facility Team is a group of skilled individuals that get excited to care for our customers through stewardship of Camp's property, buildings and infrastructure. Our goal is to remove distractions so as to facilitate a great guest experience. This means reliable infrastructure, clean facilities, a premium looking property, an eye for safety and a focus on long-term development.

Who We Are Looking For

You would be the third member on a growing Facility Team surrounded by a team to train you on the specific responsibilities of the role. We are seeking someone with a long-term commitment to the ministry and a desire to grow into a leadership position over time. Ideally you would have some experience in the trades, construction, mechanics or infrastructure systems.

Key Responsibilities

1. **Buildings** – Help with maintenance and improvement of buildings through overseeing and completing repairs, painting, roofing and renovation projects.
2. **Property** - Help maintain a premium looking facility through groundskeeping, trail development, snow removal, etc.
3. **Infrastructure** – Help with upkeep and development of critical infrastructure including water, sewage, electrical and networking/IT.
4. **Daily Duties** - Assist in the day to day duties of the Facility Team including housekeeping, water testing, security checks, wood processing, etc.
5. **Management** - Oversee seasonal staff and volunteers as needed.



Vacation & Personal Days

Start with 10-15 vacation days and 10 personal days to use when you or your family are unwell.



We Contribute 5% To Retirement

If you opt into our pension plan and contribute 2% of our salary to retirement, we'll contribute 5%!



Your Phone Plan is Covered!

All staff receive a fixed amount per paycheck to help cover the cost of their cellphone plan.



Health, Dental & Vision Plan

Our plan covers you and your family keeping you healthy and safe.

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Skill & Experience Qualifications

Think of Camp like a small city. There are lots of responsibilities and systems and a variety of skill sets may be suited for this role. The following give you an idea of skills, experience and temperament that will help you excel in this role.

1. **Trade Work** – Experience in plumbing, electrical, carpentry, mechanics or welding can all be an asset to the Facility Team.
2. **Renovations & Projects** – Experience drywalling, painting, flooring, shingling, hanging a door or basic carpentry are all helpful skills.
3. **Property Maintenance** - Experience in groundskeeping, landscaping, chainsaw use and operation of a zero-turn mower are a benefit.
4. **Vehicle Operation** - A G level driver's license is required. Experience with towing boats and trailers, operating tractors or backhoes, driving boats or maintaining vehicles is a benefit.

Personal Qualifications

The person in this role must be highly flexible and understand while we love to plan ahead, priorities often change last minute to serve guests (ie. power failures, unexpected weather, pesky animals, etc.). This person will also be keen to solve problems and seek out solutions on their own.

We are seeking a Christian demonstrating a maturing faith, servant leadership and a heart for children and young people. You must have a servant attitude, being both helpful to all and committed to the Camp community. Applicants must be willing to sign agreement to and the acceptance to the Camp Mini-Yo-We [Statement of Faith](#) and [Community Guidelines](#).

Interested? Good... We Need You!

Send us a copy of your **résumé** and a **cover letter** telling us a little about yourself and why you are interested in the position. The contact for this position is Mike Loney our Facility Manager:

- **Email:** mike.l@miniyowe.com
- **Phone:** 705-380-9156



Camp Coupons For Your Friends!

Staff receive 2 coupons for 75% OFF to invite family and friends to summer camp at a reduced rate!



Eat On Us When the Kitchen is Open!

Staff get lunch free when the kitchen is open for summer programs and guest groups!



Celebrate Your Birthday in Style!

Your birthday is a bonus vacation day! Take the day off to rest and have fun!



Engage In An Incredible Culture!

Join a Christ-centered team engaged in devotions and prayer, monthly all-hands meetings, team meals and fun events outside of work hours.