

JOB POSTING



RECEPTION & REGISTRATION COORDINATOR

YEAR-ROUND • FULL-TIME • CONTRACT

Contact Details

Reports To: Cathy Faubert, Administrative Manager

Start Date: March 1, 2023 (flexible)

Compensation: \$35,000-\$40,000, 10 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 Administrative Team

The Administrative Team is a group of friendly and efficient individuals that get excited about caring for our customers by answering phone calls, processing registrations, keeping our database up to date, processing HR paperwork, proofreading, creating online forms, generating reports and so much more. You will help carry out a wide range of administrative responsibilities and tasks across the organization from summer camp to guest groups to donor relations and community communications. As the seasons change all of our responsibilities shift to serve our various customer populations.

Key Responsibilities

1. **Camper Registrations** - Accurately and efficiently process camper registrations, answer parent questions and maintain organized records of all attendees to summer camp programs.
2. **Applications & Forms** - Help to develop and process various intake forms for events, tours, bus tickets and other various purposes.
3. **Sponsorship Program** - Support the Administrative Manager in processing applications to our camper sponsorship program. Help maintain organized records and financial accounting for use of sponsorship funds.
4. **Office Tasks** - Help maintain an organized office by overseeing day to day tasks such as processing mail, cleaning, ordering office supplies and more.
5. **Other Duties as Assigned** - This position is designed for someone who is flexible and willing to develop a wide skill set that can cover a variety of administrative responsibilities. Other duties may include involvement in the tuck shop, one-time administrative tasks, organized mailings and more.



Vacation & Personal Days

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



Camp Coupons For Your Friends!

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



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 Qualifications

We are seeking someone who has a positive attitude, is highly organized, communicates well both verbally and in written form, has an attention to detail and enjoys providing above and beyond service to others!. You must be excited to learn and develop new skills, flexible so as to adjust between duties and enjoy working in a fast-paced environment. There will be a strong team around you to train you in the responsibilities of the role. The following are an asset for this role:

- Proficient in Google Workplace (Gmail, Doc, etc.) or Microsoft Office
- Experience in an office environment or administrative role.
- Experience interacting with customers both verbally and in written form.
- Experience in database and online software management. We use the following software set for administration: CampBrain, Donor Perfect, and Formsite. Experience with these softwares is not required but is a benefit.
- G2 or G license

Personal Qualifications

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. The person in this role must be flexible and willing to pitch in and assist as part of the team.

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 Cathy Faubert our Administrative Manager:

- **Email:** cathy@miniyowe.com
- **Phone:** 705-385-2629



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!



Wear The Brand, Be The Brand!

Team members get 15% off at the tuck shop. We occasionally provide free items as well to the team!



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.