



# Camp Store Team Member

## Seasonal Position Description

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### Position Identification:

**Reports To:** Administrative Manager

**Position Period:** May 1 - August 31, 2023 (summer only employment is also available)

**Position Location:** Huntsville, Ontario

**Honorarium:** \$300/week

### Position Summary:

Camp Mini-Yo-We is a summer camp and year-round retreat centre with a mission to develop tomorrow's leaders through life-changing adventures in God's creation. As part of the Camp Store Team, your primary goal will be to provide the best possible care for our campers, staff and other guests. In this role, you will help manage our two camp stores (called Tuck Shops) by serving customers in a retail setting and keeping us administratively organized. Team members may have a particular focus on either aspect of our stores, but everyone works to ensure a seamless customer experience.

### Key Responsibilities

Your specific responsibilities will be determined as the team is established based on the experience and expertise of those hired. Your responsibilities may include:

#### **Front End // In The Tuck Shop**

1. **Working The Till** – Operate the tuck shop for campers and guests as needed. Must have a friendly storefront demeanor and be able to work with customers face to face.
2. **Opening & Closing** - Complete a daily checklist to ensure the store is open on time, is tidy and runs smoothly.
3. **Cleaning** – Help to maintain a clean working environment by carrying out a variety of tasks such as sweeping the floors, taking out garbage and locking up.
4. **Inventory, Ordering and Stocking** – Help keep a record of our current inventory, receiving and organizing new inventory from suppliers and restocking the tuck shop shelves as needed.
5. **Packing Take Out Orders** - Gathering items based on camper orders and filling up boxes for each cabin with their tuck shop orders.
6. **Store Display** – Assist with displaying store items, taking basic product photos and maintaining a clean and tidy storefront for customers.
7. **Training Others** – Train and support other temporary staff as needed.

## **Back End // Behind The Scenes**

1. **Manage Accounts** – Ensuring camper tuck shop accounts are well-managed.
2. **Contacting Parents** - Responding to parent inquiries regarding their child's tuck shop balance, items purchased, or other account details.
3. **Ordering Inventory** - Working with suppliers to order more candy, drinks or clothing/souvenirs as directed by the Administrative Manager.
4. **Manage Online Store** - Learn and manage the online store including processing online orders, mailing out packages and communicating with customers.
5. **Database Management** – Have a solid understanding of the store database so that they can explain it to other staff and problem solve as needed.

## **Necessary Attributes:**

1. **Competent** in basic office administration procedures, telephone etiquette, customer service, and computer skills. Specifically, you should be comfortable working in Microsoft Word and Excel, able to use Google products (Gmail, etc.) as well as willing to learn how to use CampBrain – our database system.
2. **Quick learner** who is eager to develop new skills and grow as an individual
3. **Self-motivated** as seen in taking initiative to being responsible for assigned tasks
4. **Well organized** as seen in planning ahead, anticipating needs and prioritizing tasks
5. **Mature and trustworthy;** understands confidentiality laws, particularly in regards to money.

## **Personal Qualifications:**

- Be a Christian demonstrating a mature attitude of servant leadership, while having a heart for children and young people.
- Have a servant attitude, being both helpful to all and committed to “community”; the person in this role must be flexible and willing to pitch in and assist as part of the team.
- Demonstrate strong communication skills with parents/guardians, suppliers, children, co-workers, staff and other guests.
- Present an upbeat and pleasant personality with a helpful attitude towards all.
- Be a teachable person of integrity.

## **Conditions of Work and Benefits:**

- You will be provided a \$300 weekly honorarium, a shared accommodation on site as well as all your meals while employed.
- You will be provided 1 day off a week in the summer and 2 days in the spring.
- Must agree to and accept the Camp Mini-Yo-We Statement of Faith and the General Staff Guidelines as published in the Summer Staff Manual.
- Have the physical strength and ability to stoop, bend and crouch as well as lift/move between 10-30 lbs (ie. boxes of inventory, garbage bags, vacuum cleaners, etc.)
- Having a G2 or G level driver's license is desirable.

## **Find Out More & Apply:**

If you are interested in the position, or have any questions please contact Cathy Faubert the Administrative Manager at [cathy@miniyowe.com](mailto:cathy@miniyowe.com) or by phone at 705-385-2629.

Express interest or apply online at [www.campmyw.com/jobs](http://www.campmyw.com/jobs).