



# CAMP STORE TEAM MEMBER

## SEASONAL JOB DESCRIPTION

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### Contract Details

**Reports To:** Administrative Manager

**Period:** May, June, July & August; summer-only employment is an option

**Honorarium:** \$315 per week if working 4+ weeks (plus room & board)

### Mission

Camp Mini-Yo-We is a Christian summer camp and year-round retreat centre located on beautiful Mary Lake in Muskoka, Ontario. Our mission is to develop tomorrow's leaders through life-changing adventures in God's creation.

### Position Description

As part of the camp store team, your primary goal will be to provide the best possible service 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 being administratively organized. Team members may have a particular area of focus, but everyone works together to ensure a seamless customer experience.

This position is an excellent opportunity to gain retail experience and expand administrative skills. It's a lot of work but it's very rewarding! Camp store team members are part of an amazing team of summer staff who love Camp and enjoy serving together. This role has opportunities to enjoy Muskoka and our facility during time off.

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## Key Responsibilities

Specific responsibilities based on the experience and expertise of the team will be determined as staff are hired. They may include:

### In the Tuck Shop

- **Working the Till** – Operate the tuck shop for campers and guests as needed. Must have a friendly storefront demeanor and be able to work face-to-face with customers.
- **Opening & Closing** – Complete a daily checklist to ensure the store is open on time, is tidy, runs smoothly and is locked up properly.
- **Cleaning** – Help maintain a clean working environment by carrying out a variety of tasks such as sweeping the floors and taking out garbage.
- **Inventory, Ordering & Stocking** – Help keep a record of camp store inventory. Receive and organize new inventory from suppliers and restock shelves.
- **Packing Take-Out Orders** – Gather items based on camper orders and fill up boxes for each cabin.
- **Store Display** – Assist with displaying store items, take basic product photos and maintain a tidy storefront.
- **Training Others** – Train and support temporary staff as needed.

### Behind the Scenes

- **Managing Accounts** – Ensure camper tuck shop accounts are well managed. This includes settling tuck accounts and issuing refunds each week.
- **Contacting Parents** – Respond to parent inquiries regarding their child's tuck shop balance, items purchased or other account details.
- **Ordering Inventory** – Work with suppliers to order more candy, drinks or clothing/souvenirs as directed by the Administrative Manager.
- **Managing Online Store** – Learn and manage the online store including processing online orders, mailing out packages and communicating with customers.
- **Database Management** – Have a solid understanding of the store database with the ability to explain it to other staff and solve problems as needed.

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## Qualifications & Attributes

- **Competent in Basic Office Administration** – Includes telephone etiquette, customer service and computer skills. Should be comfortable working in Microsoft Word and Excel, and be able to use Google products (e.g., Gmail).
- **Quick Learner** – Eager to develop new skills and grow as an individual.
- **Self-Motivated** – Takes initiative and responsibility for assigned tasks.
- **Organized** – Plans ahead, anticipates needs, prioritizes tasks and maintains focus.
- **Mature & Trustworthy** – Includes understanding of confidentiality laws, particularly in regards to handling money.
- **Servant-Hearted** – Has a servant attitude, being flexible and willing to pitch in and assist as part of the team.
- **Good Communicator** – Demonstrates strong communication skills with parents and guardians, suppliers, children, staff and other guests.
- **Enthusiastic & Approachable** – Presents an upbeat and pleasant personality with a helpful attitude towards all.
- **Problem Solver** – Remains calm under pressure and deals with challenging situations wisely and selflessly.
- **Good Listener** – Creates a safe space and is attentive to the needs of others.
- **Willing to Grow** – Be a teachable person of integrity.
- **Physical Strength** – Ability to stoop, bend and crouch as well as lift and move heavy loads (e.g., boxes of inventory, garbage bags, vacuum cleaners, etc.).
- **G2 or G Driver's Licence** – Possession of driver's licence is desirable but not necessary.

## Your Support

- **Your Supervisor** – The Administrative Manager will support and mentor you during your time at Camp with 1-on-1's, encouragement, development and prayer.
- **Your Spiritual Health** – Seasonal Operations staff are given time each day to spend with Jesus and their Bible if they wish. You will also have the option to connect with other staff, read and discuss the Bible and pray together daily.
- **Your Mental Health** – Each week, we welcome Jordan Mason, our counsellor friend, to Camp. He is available for free 30-minute 1-on-1 appointments with staff members who would like extra support.

## Conditions of Work & Benefits

- You will be provided with accommodation that is shared with other staff on property as well as all your meals while employed.
- If working for 4+ weeks, you will receive a weekly honorarium.
- Working at Camp is physically demanding, with long stretches on the go without a rest. You will have daily time off as well as 1 day off a week in the summer and 2 days in the spring.
- You will agree to understand Camp Mini-Yo-We's [Guidelines for Community Living](#) and abide by them while serving on our team.

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## **Next Steps!**

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

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

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