



OUT-TRIPPING HEAD

SEASONAL JOB DESCRIPTION

Contract Details

Reports To: Activity Director

Period: July & August

Honorarium: \$315 per week if serving 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

The primary role of the Out-Tripping Head is to ensure that each trip sent by Camp Mini-Yo-We is led by leaders who are prepared and equipped to provide a safe, fun, challenging and memorable experience, which focuses on both spiritual and leadership development. The Out-Tripping Head is highly skilled and experienced in canoe tripping, including trip planning and best practices in health and safety, with a practical knowledge of equipment care and repair. This role requires a G Licence with experience towing trailers as well as a Food Safety Certificate.

The following trips fall under the Out-Tripping Head's responsibility:

- **Voyageur** – A 3-day trip for campers aged 11-12. It runs at Girls Camp and Boys Camp.
- **Leaders In Training** – 4-day canoe trips in Algonquin Park running once per session. The preparation for these trips is a shared responsibility with the LIT Site Directors. The Summer Program Development Coordinator is responsible for campsite bookings and communicating transportation needs to the Administrative staff. In addition to all usual trip preparations, the Out-Tripping Head is responsible for training LIT Small Group Leaders and campers in food packing and preparation.
- **Northwoods** – A 10-day canoe trip in Temagami for campers aged 14-15. In addition to all usual trip preparation and support, the Out-Tripping Head is responsible for providing a mid-trip food and supplies drop-off in Temagami.

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Key Responsibilities

- **Administration** – Conduct pre- and post-summer inventory and assessment of out-tripping equipment and submit to the Summer Programs Director with recommendations for repair and replacing. Order, prepare and pack food for all trips in coordination with the Food Services Manager. Understand and relay OCA tripping standards to trip leaders. Ensure leaders have accurate maps, emergency contact information, GUS Spot communications, necessary camper information and medical forms and cash on hand.
- **Trip Leader Support** – Train and equip trip leaders to abide by all OCA tripping standards, understand maps and navigation tools, and be prepared for equipment maintenance and clean up. Be available to help and support trip leaders in emergency situations, including unscheduled pick-ups, dropping off additional supplies or transportation to medical facilities.
- **Camper Trip Preparation** – Provide orientation and training for all tripping campers, including instructions and various trip prep. This includes teaching canoe techniques, how to pitch a tent, etc.
- **Equipment Care & Repair** – Prepare canoes, tripping packs, food barrels and administrative documentation necessary for all trips. Ensure all equipment used is accounted for, repaired and cleaned. Assess, repair and replace tripping equipment before and after each use. Ensure the out-tripping shed is cleaned, organized and locked.
- **Transportation** – Coordinate availability of vehicles for each trip (e.g., van and/or bus). Load and secure canoes and luggage to the trailer. Ensure all vehicles know the drop-off location and have contact info.

Personal Qualifications

- **Be a Christian** – Demonstrate a mature Godly character, with a desire and ability to care for children with kindness and respect.
- **Be Servant-Hearted** – Have a servant attitude, being flexible and willing to pitch in and assist as part of the team.
- **Be a Good Communicator** – Demonstrate strong communication skills with parents and guardians, suppliers, children, staff and other guests.
- **Be Enthusiastic & Approachable** – Present an upbeat and pleasant personality with a helpful attitude towards all.
- **Be a Problem Solver** – Remain calm under pressure and deal with challenging situations wisely and selflessly.
- **Be a Good Listener** – Create a safe space and be attentive to the needs of others.
- **Be Willing to Grow** – Be a teachable person of integrity.

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Your Support

- **Your Supervisor** – The Activity Director will support and mentor you during your time at Camp with 1-on-1's, encouragement, development and prayer.
- **Your Spiritual Health** – All staff at Mini-Yo-We are given time each day to spend with Jesus and their Bible. You will also have daily time to connect with other staff, read and discuss the Bible and pray together.
- **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 your campers on property as well as all your meals while employed.
- If serving 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 be provided with daily time off as well as 1 day off each week.
- You will agree to understand Camp Mini-Yo-We's [Statement of Shared Beliefs](#) and [Guidelines for Community Living](#) and uphold them while serving on our team.

Next Steps!

If you have any questions about this position, please contact Anna Temple, our Team Development Coordinator, by email at anna@miniyowe.com or by phone at 705-571-3603.

Express interest or apply online at www.campmyw.com/staff.

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