

# JOB POSTING



## ASSISTANT YEAR-ROUND PROGRAM DIRECTOR

FULL-TIME • PERMANENT

### Position Details

**Reports To:** Jez Bell, Year-Round Program Director

**Start Date:** April 1, 2024

**Compensation:** \$43,000 - \$48,000 + 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 on beautiful Mary Lake in Muskoka. We host about 2,500 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 Position

This is a full-time, year-round position with multi-faceted responsibilities. The Assistant Year-Round Program Director is actively involved in our internship program, hosts groups, teaches activities, and contributes administratively. This is a position of leadership, responsibility and accountability, promoting the growth of the year-round ministry at Camp Mini-Yo-We alongside the strengthening of our established internship program.

### Key Responsibilities

1. **Assist in Leadership of Internship** - Be an active leader, alongside other full-time staff members, of our internship, providing leadership keynotes and mentoring young leaders.
2. **Leading and Hosting Groups** - Share Jesus Christ with guests to the extent possible. Facilitate the programs of guest groups on-site including scheduling, hosting meals, leading activities and more.
3. **Developing Programs** - Working with the year-round and summer program teams to develop new activities and programs as well as strengthening existing programs.
4. **Instruct Camp Activities** - Be part of a team that leads interns in teaching and facilitating Camp activities and programs.
5. **Enforce Policies & Procedures** - Assist in the development, updating and implementation of policies and procedures as they relate to guest groups. This includes how we run activities, safety protocols, first aid and more.



### Vacation & Personal Days

Start with 10-15 vacation days and 7 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.

# JOB POSTING



6. **Assist in Guest Group Administration** - Work alongside the Year-Round Program Director and the administrative team to provide quality customer service to our guest group leaders through administrative tasks.
7. **Communications & Relationships** - It is expected that staff members take the initiative in communication and ensure that all parties are kept informed as required. It is expected that this person will subject themselves to the lines of authority and have an appreciation for the mission and the vision of the Camp.
8. **Other Duties as Assigned** - Additional duties will be assigned to facilitate the overall objectives of the ministry, striving to lead using our “leave it better than you found it” principle.

## Skill & Experience 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 as priorities change and enjoy working in a fast-paced environment. Other qualifications include:

- Enjoys camping and outdoor activities, such as challenge courses, canoeing, swimming, X-country skiing and snowshoeing. Willingness to teach these activities to our guests.
- Knowledge of group dynamics and team-building facilitation skills.
- Strong written and verbal communication skills.
- Strong organization abilities, including anticipating needs, prioritizing tasks and maintaining focus.
- Must be flexible and able to adjust quickly to changing priorities.
- Leadership ability and being a team player.
- Training and/or experience in the following are preferred: hospitality, customer service, summer camp leadership, and basic computer skills using Google Workplace suite (e.g., Docs, Sheets, Gmail).
- Possession of a G2 or G-level driver’s licence is desirable.
- Possession of a pleasure craft boating licence is desirable.

## Personal Qualifications

We are seeking a Christian who demonstrates a maturing faith, servant leadership and a heart for children and young people. You must have a servant attitude, being helpful to all and committed to the Camp community. The person in this role must be flexible and willing to pitch in as part of the team.

Applicants must be willing to sign agreement to and acceptance of Camp Mini-Yo-We’s [Statement of Shared Beliefs](#) and [Community Guidelines](#).



### 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.

# JOB POSTING



## Why You Should Work at Camp Mini-Yo-We

- **Incredible Culture** - Camp provides a fun and caring environment that is Christ-centered and includes morning devotions and prayer, monthly all-team meetings to stay connected, regular meals together on-site and fun community events outside of work hours.
- **Competitive Compensation** - We provide a competitive salary, beginning with two weeks of paid vacation, and the option to enroll in our health benefits package. You also receive paid personal days for times you are sick or need time away for an appointment. Meals are provided during work hours when programs are running and the kitchen is open.
- **Established & Experienced** - Camp Mini-Yo-We boasts a 78-year legacy of providing the best-in-class overnight experiences for kids in Canada and around the world. You will be joining a growing ministry with strong traditions, a focused mission and a passion to develop tomorrow's leaders in our campers and staff.
- **Work That Matters** - Your work will make a difference by providing the best possible customer experience for our campers, guests and the broader community.

## 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 role is Jez Bell, our Year-Round Program Director:

- **Email:** [jez@miniyowe.com](mailto:jez@miniyowe.com)
- **Phone:** 705-571-0068

*Leaders...*

LEAVE IT **BETTER**  
THAN THEY FOUND IT.

TAKE ACTION TO  
**HELP** OTHERS.

DEVELOP TOMORROW'S  
**LEADERS** THROUGH  
LIFE-CHANGING  
ADVENTURES IN GOD'S  
CREATION.

*Disciples...*

**ALIGN** THEIR LIVES  
TO LIVE LIKE JESUS.

MAKE TIME FOR A  
**VIBRANT**  
AND **ACTIVE**  
PRAYER LIFE.

ARE CONSTATLY  
**LEARNING**  
ABOUT JESUS THROUGH  
THE BIBLE.