



# Lead Instructor

## YEAR-ROUND JOB DESCRIPTION

---

### Position Details

**Reports To:** Year Round Programs Director

**Start Date:** Immediate

**Compensation:** \$40,000 - \$50,000 annually, 15+ vacation days, health benefits, pension

**Location:** This role offers no remote working potential. Most of the work will be done in person at our location on Mary Lake in Muskoka.

### 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 another 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 Lead Instructor

As a Lead Instructor at Camp Mini-Yo-We, you will play a critical role in creating unforgettable experiences for our guests throughout the year and ensuring top-notch program delivery during the summer months. Reporting to the Year Round Programs Director, this full-time, year-round position is integral to the success of our outdoor adventure programs and summer camp activities.

You will be required to lead and teach all of our outdoor activities at Camp. These activities include but not limited to High ropes, Rick Climbing, mountain biking, Wilderness adventure, archery, snowshoeing, cross-country skiing and more. Your passion for adventure and commitment to safety will ensure every participant has a memorable and impactful experience. You'll work directly with school groups, church groups, and other rental groups, providing exceptional service and tailored programs to meet their unique needs.

In the summer, you will oversee a series of summer program activities, leading and mentoring a team of seasonal staff. Your leadership will be crucial in maintaining high standards in our summer camp programs, ensuring that each camper's experience is enriching and fun.

Your role extends beyond program delivery; you'll be a key figure in fostering a welcoming and inclusive environment that reflects Camp Mini-Yo-We's values. You'll also be responsible for developing program schedules, ensuring safety standards are met, and continuously improving our offerings to provide the best possible experience for all our guests.

### Key Responsibilities

#### Program Leadership and Delivery

- Lead and facilitate a variety of outdoor adventure activities, including high ropes, rock climbing, mountain biking, wilderness studies, canoeing, and archery.

- Develop and implement engaging and safe program schedules tailored to different client groups.
- Ensure all activities comply with safety standards and best practices.

### **Customer Service and Client Relations**

- Provide exceptional service to school groups, church groups, and other rental groups, ensuring their needs are met and they have a positive experience.
- Communicate effectively with group leaders to tailor programs to their specific requirements.

### **Summer Activity & Instruction Area Oversight**

- Oversee the execution of summer program activities, ensuring high-quality delivery and positive camper experiences.
- Lead, mentor, and support a team of seasonal staff, providing training, guidance, and feedback.

### **Staff Development and Management**

- Foster a supportive and inclusive environment that aligns with Camp Mini-Yo-We's values.
- Provide continuous coaching and development opportunities for seasonal staff.
- Maintain open and effective communication channels within the team.

### **Safety and Risk Management**

- Implement and monitor safety protocols for all activities.
- Ensure staff and participants adhere to safety guidelines and procedures.

### **Communication and Relationships**

- All staff members are expected to take initiative in communication and ensure that all parties are kept informed as required. This person is expected to subject themselves to the lines of authority and have a passion for the organization's overall goals.

## **Skill Qualifications**

We are seeking someone who has a positive attitude, is highly organized, communicates well both verbally and in written form, has attention to detail, and enjoys providing above-and-beyond service to others! You must be excited to learn and develop new skills, be flexible enough to adjust between duties as priorities change, and enjoy working in a fast-paced environment (particularly from May to September).

There will be a strong team around you to train you in the specific responsibilities of the role. The following qualifications are an asset for this position:

- Strong communication skills, both written and verbal.
- Strong organizational abilities; plans, anticipates needs, prioritizes tasks, and maintains focus.
- Must be flexible and able to adjust quickly to changing priorities.
- Leadership ability and being a team player.
- Able to recruit, train, and manage volunteers.
- Proficient in the use of Google Workspace (Gmail, Docs, and Sheets) and/or Microsoft Office.
- Experience interacting with leaders 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 this software is not required but is a benefit for applicants.
- Preferred to have experience or certifications in relevant activities such as lifeguarding, high ropes, wilderness first aid, or other outdoor education certifications.
- Experience and/or certifications in adventure programming.
- Demonstrated ability to work effectively in a team-oriented environment.
- Commitment to the mission and values of Camp Mini-Yo-We.

## **Personal Qualifications**

Key to this role is a vibrant faith in Jesus and an active commitment to growing closer to him. You are deeply connected to a local church community. You show “above & beyond” care for others in living out your faith. You 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 an agreement to and accept the Camp Mini-Yo-We [Statement of Shared Beliefs](#) and [Guidelines for Community Living](#).

## **We are a Summer Camp & Outdoor Center**

You have to be excited to live in Muskoka and serve alongside hundreds of young people who are developing and growing.

You know that we “work while others play.” We understand that our work primarily happens when other people are “off”. This is particularly true during our “impact season”, the 20+ weeks from early May until Thanksgiving it is “go time” for you and your team.

## **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, two weeks of paid vacation and the option to enroll in our health benefits package. You also receive ten paid personal days when you are sick or need time away for an appointment. Meals are provided during work hours when programs run, and the kitchen is open.
- **Established & Experienced** - Camp Mini-Yo-We boasts a nearly 80-year legacy of providing the best-in-class overnight experiences for kids in Canada and worldwide. You will join a growing ministry with an experienced team, strong traditions and a focused mission to develop tomorrow’s leaders in our campers and staff.
- **Work That Matters** - Your work will make a difference by providing the best possible experience for our campers, guests and the broader community. You will be given responsibilities, not just tasks, and you will see the impact of your work through the ministry.

## **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 Jez Bell, our Year Round Programs Director.

- **Email:** [jez@miniyowe.com](mailto:jez@miniyowe.com)
- **Phone:** 705-385-2629