

# JOB POSTING



## Team Development Coordinator

FULL-TIME • PERMANENT

### Position Details

**Reports To:** Adam Truax, Director of Programs & Experience

**Start Date:** January 1, 2026

**Compensation:** \$40,000-\$55,000 based on experience

**Benefits:** 15 vacation days, health benefits, defined contribution pension

**Working Location:** This role requires the individual to live and work on property from May to August. Throughout the year you will be required to be on site 3-5 days a month but otherwise can work remotely. Much of this role will require you to be in and around the GTA for recruiting summer staff.

### 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 The Team Development Coordinator

The Team Development Manager will provide essential leadership for the hiring and development of the Summer Staff Team. The successful candidate will lead in the interview and hiring process, provide year-round mentorship, and assist in the management of the summer team while at camp. During the summer months, they will assist in leading the Site Director and Lead teams for our leadership programs, LIT & Enterprise. Working with the rest of the Summer Program team, they will ensure the smooth delivery of summer leadership programs. This role requires great relational and communication skills, with strong organizational and administrative abilities, and a commitment to team development, and a passion for the ministry's mission.

### Key Responsibilities

1. **Recruiting the Summer Staff Team** - Camp runs because of the 200+ members of the summer camp team. Recruiting and hiring is a year round process, beginning with relationship building in the summer, connecting with staff as they go back to school in the fall, and actively recruiting for the remainder of the year. This includes interviewing, processing applications and ensuring that every position on the summer team is covered.



#### Vacation & Personal Days

Start with 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.

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## 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.

- 2. Administration** - This person will effectively manage the full hiring process, from scheduling interviews to sending out contracts. They will also schedule logistics such as staff arrivals, staff accommodations, etc.
- 3. Mentoring/Coaching**- This person will help in both the spiritual and personal development of the summer staff. They will have an eye to developing both current and potential future Mini-Yo-We leaders in alignment with our 6 critical areas of development. Making check in calls with staff outside of hiring is an important part of this role.
- 4. Training and Development**- This person will help plan and implement Site Director training which takes place in the month of June. Additionally, they will help plan and implement Staff Training Week before the summer program kicks off.
- 5. Year-Round Summer Staff Connection & Events** - This person will help plan, organize and put on many events during the year such as the Coffee Tour, Fall Festival, Christmas Party, Winter Event, and the Lead Team Weekend. The goal is to maintain relationships with a wide group of young people to keep them engaged with camp to aid in staff recruitment.
- 6. Staff and Program Support during Summer Camps** - This person will work alongside the Program Director to provide oversight and support for leadership program directors (LIT, and Enterprise) and their teams. They will also help manage and solve any staff-related issues during the summer months.

As a part of the wider team, it is expected that this role will proactively communicate with all stakeholders, keep all parties informed as necessary, and show a commitment to the organization's overall objectives.

## Skill 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 (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 organization abilities; plans, anticipate needs, prioritizes tasks, maintains focus, time management.
- Must be flexible and able to adjust quickly to changing priorities.
- Leadership ability and being a team player.
- Able to recruit, train and manage staff.
- Proficient in the use of Google Workplace (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, Google Workplace and Formsite. Experience with this software is not required but is a benefit for applicants.

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## Personal Qualifications

A vibrant faith in Jesus and an active commitment to growing closer to him are key. You are 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 mature, flexible and willing to pitch in and assist 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](#).

## We are a Summer Camp

You have to be excited to live in Muskoka for the summertime and serve alongside hundreds of young people who are developing and growing. Our work is very intense but it’s also incredibly rewarding and fun. You know that we “work while others play”. Embracing the fact that we have a flexible work arrangement for most of the year but for the 10-12 weeks of summer it is “go time” for you and your team.

## How Our Team Works Together

Working with our team means working in different situations throughout the year. From September to May, we work in a hybrid environment, working face-to-face 3-5 days per month, and remote independently and virtually the rest. We live on-site at Camp Mini-Yo-We from May to August.

## What do we mean by “leaders?”

Our mission at Camp Mini-Yo-We is to develop tomorrow’s leaders through life-changing adventures in God’s creation. But what do we mean by “leaders”? When it comes to leadership we the focus on these six critical areas:

- **Learn About Jesus** - Jesus is the most influential leader who ever lived. We believe that leaders need to learn about him by actively reading Scripture to learn about him.
- **Live Like Jesus** - Following Jesus is best for you and makes you best at life. We believe leaders seek to align their lives with Jesus by constantly seeking to live like him.
- **Talk with Jesus** - Leaders actively connect with Jesus through a vibrant prayer life. We believe that leaders’ knee-jerk reaction is to call out to God in prayer as they lead.
- **Initiative** - *Take action to help others* - Leadership is about having a bias for action toward helping other people. At its core, leadership is others-centred & servant-hearted as we step in the gap to improve the lives of people around us.
- **Stewardship** - *Leave it better than you found it* - Leaders make things better. We believe that leaders improve what they lead. We seek to get better at every turn.
- **Mission** - *Develop tomorrow’s leaders* - Leaders make more leaders, not more followers. Leaders look over their shoulder to see who is coming behind them so that they can help develop and improve. Leaders pass on leadership to the next generation.

*Leaders...*

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THAN THEY FOUND IT.

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ARE CONSTANTLY  
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THE BIBLE.

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## 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, three weeks of paid vacation and the option to enroll in our health benefits package. You also receive ten 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 76-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 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 broader community. You will be given responsibilities not just tasks and 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 Adam Truax our Director of Programs & Experience

- **Email:** adam@miniyowe.com
- **Phone:** 705-385-2629

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