

JOB POSTING



Reception & Registration Coordinator

FULL-TIME • PERMENANT

Position Details

Reports To: Administrative Manager

Start Date: As soon as possible

Compensation: \$40,000 - \$47,500, 15 vacation days and health benefits.

Working Location: The role has the possibility of being partially remote with key in-person components required (especially in the spring and summer).

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

The Reception & Registration Coordinator is the first person that many customers will interact with. They are required to embody the Christian values of Camp Mini-Yo-We while serving camper families, staff and guest groups leaders in an administrative context. Your duties will include answering phone calls, processing registrations, keeping our database updated, creating forms, generating reports and more. Ministry duties may include prayer meetings, mentoring, morning devotions and generally contributing to the Christian camp environment.

Administrative Responsibilities

1. **Reception** - Support camper families and guests on the phone and over email and online chat. You will be the first point of contact for new and returning families reaching out to Camp.
2. **Camper Registrations** - Accurately and efficiently process camper registrations, answer parent questions and maintain organized records of all campers in summer camp programs. Assist with sales strategies for increasing camper retention and securing new registrations.
3. **Daily Office Tasks** - Maintain an organized office by overseeing day-to-day tasks such as processing mail, cleaning, ordering office supplies and more.
4. **Admin Task Coordination** - Work with Managers and Directors to organize the bus schedule and bookings, lost and found processes, parent email communications, online forms, large-scale mailings and more.
5. **Fundraising Tasks** - Support our fundraising efforts through helping with the dinner and auction, mailings and other tasks.
6. **Communication Support** - Assist with reviewing and editing marketing and communication pieces.
7. **Other Duties as Assigned** - We are looking for you to be flexible and have a willingness to cover a variety of administrative responsibilities. Camp tasks fluctuate heavily each month with more reception in the spring and summer and more administrative work the rest of the year.



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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Skill Qualifications

We are seeking a Christian 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 and enjoy working in a fast-paced environment. There will be a strong team around you to train you in the responsibilities of the role. The following are an asset:

- Proficient in Google Workplace (Gmail, Docs, Sheets) or Microsoft Office.
- Experience in an office environment or administrative role.
- Experience interacting with customers both verbally and in written form.
- Experience in database and online software management. We use the following software for administration: CampBrain, DonorPerfect and Formsite. Experience with these softwares is not required but is a benefit.
- Possess G2 or G driver's license or international equivalent.

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 the Camp Mini-Yo-We's [Statement of Shared Beliefs](#) and [Guidelines for Community Living](#).

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 Cathy Faubert, our Administrative Manager:

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



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.