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Camp Mini-Yo-We Position Description ***Shared Services Director***

Position Identification

Job Title: Shared Services Director
Reporting To: Executive Director
Position Location: Camp Mini-Yo-We, Port Sydney, ON
Prepared By: Rich Birch, Executive Director
Date Prepared: November 2018

Organization Profile

Camp Mini-Yo-We is a community. Working with this ministry is more than just a job, it is a commitment to be part of a team working toward our vision and mission to: “Transforming lives that transform communities for Christ” and “Developing tomorrow’s leaders through life-changing adventures in God’s creation.”

Position Summary

The position of Shared Services Director is a full-time Year-Round Staff position with multi-faceted responsibilities. He or she is a member of our Lead Team and responsible for the smooth operation of all of Camp Mini-Yo-We’s shared functions including facilities, office, food service and risk & compliance. This is a senior leadership role that will shape the practical functions of Mini-Yo-We as we aim to grow beyond 3,000 campers in the summer time and double our year-round use through the Outdoor Center.

The successful leader will develop a customer first organization that is aimed at being responsive to our growing needs and anticipate future opportunities. The Shared Services Director must be positive and solution oriented, as they are in the midst of balancing a wide variety of needs across our organization. The position involves written and oral communication, administrative and management responsibilities.

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Personal Qualifications

- Be a Christian, demonstrating a mature attitude of servant leadership, having a heart for children and young people. This person will show a demonstrated understanding of youth and interest in serving them. He/she will be actively involved in a local evangelical church.
- A teachable man or woman of integrity.
- Servant attitude; helpful to all, “commitment to community”; the person in this role must be flexible and willing to pitch in and assist as part of the team.
- Be cheerful, with an up-beat personality and a pleasant telephone manner and helpful attitude towards all – both young and old. Demonstrate ease of communication with parents, suppliers, children, church leaders and fellow workers.

Key Responsibilities

1. Supervision of Food Services

- Oversees food service manager.
- Ensures the appropriate orders are placed.
- Stays acquainted with sales personal.
- Meets regularly with food service staff.
- Overseers and approves contracts with staff and supplies.
- Assists in the recruitment and training of all seasonal and permanent food service staff.
- Determine an annual calendar of food service duties and ensures targets are met consistently.

2. Supervision of Office Services

- Oversee registration, reception and general office duties.
- Ensure regular office meetings are happening.
- Regular checks in with staff to ensure that they are working efficiently and keeping up with assigned duties.
- Ensures office standards are reviewed and met consistently.
- Ensures excellent customer service is achieved and that the programs are well support administratively.
- Determine an annual calendar of administrative duties and ensures targets are met consistently.

3. Supervision of Facility Services

- Oversees Facility Staff
- Meets regularly with staff.
- Develops annual, monthly, weekly and daily schedules for all staff and contract labour as needed
- Ensure we're meeting or exceeding all required regulations along the use of our facility.
- Lead long term facility contraction and development planning to meet growing program needs
- Determine an annual calendar of facility services duties and ensures targets are met consistently.

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4. Supervision of Risk & Compliance

- Define long-term plan to minimize risk and ensure compliance across all programs.
- Manage insurance relationships.
- Determine an annual calendar of risk & compliance duties and ensures targets are met consistently.

6. Communication and Relationships

It is expected that all staff member will take 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 overall goals of the organization.

Financial Responsibility

- Is fiscally responsible within the budget for the areas over which he/she is responsible.
- Helps to determine the best use of resources to accomplish Camp's mission.

Key Contacts:

- Executive Director
- Lead Team
- Food Services Manager, Office Manager, Facility Services Manager

Knowledge, Ability, Education and Experience

- Strong communication skills, both written and verbal.
- Strong organization abilities; plans, anticipates needs, prioritizes tasks, maintains focus.
- Must be flexible and able to adjust quickly to changing priorities.
- Leadership ability and a team Player.
- Able to recruit, train and manage volunteers.
- Training or expertise in the following: administration, management, summer camp, leadership, computer skills (Microsoft Office Suite including Access).

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Conditions of Work and Benefits

1. Must willingly sign agreement to and acceptance of Mini-Yo-We's Statement of Faith, Community Covenant, and the General Staff Guidelines as published in the Staff Manuals.
2. Participation in the LTD insurance portion of the benefits plan is required and that portion is paid by the employees. You have the option to be enrolled in the Mini-Yo-We health benefits package after your three-month probation period. Camp pays 50% of the premiums
3. Reviews are conducted at six-month intervals to start and at least annually thereafter.
4. Meals are provided during your working hours when programs are running and a kitchen is in operation, in accordance with the staff meals policy.

Résumés will be accepted until the position has been filled.

Via email: rich@miniyowe.com or mail: Attention: Rich Birch
1878 Muskoka Road 10 West RR2, Port Sydney, ON P0B 1L0.

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