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Address:
1878 Muskoka Road 10 West
Port Sydney, ON P0B 1L0

Email: info@miniyowe.com
Phone: 705-385-2629
Fax: 705-385-2633

Camp Mini-Yo-We Position Description *Onsite Hosts*

Overview:

Job Title: Onsite Hosts
Reporting To: Jez Bell, Year-Round Director
Position Length: February-June, 2021
Position Location: Port Sydney, ON
Date Prepared: December 16, 2020

Position Summary:

The Onsite Hosts are responsible for ensuring a great experience for guests as part of our Family Suite short-term rental through the winter and spring. Host will welcome and provide support to guests in a variety of ways including taking bookings, answering questions, cleaning and maintaining the living space, and more. We expect hosts to live on site and independently fulfill all the responsibilities of the position from February to June of 2021.

Experience & Expectations:

Hosts will oversee all aspects of the Family Suite guest experience under the leadership of the Year-Round Director. This includes responsibility in the following areas:

- To live and maintain an active presence on-site
- Maintain a desire to provide a quality experience for our Family Suite Guests
- High level of personal initiative
- Strong interpersonal and time management skills
- Possessing Godly character, discerning, able to deal with situations in a Godly way
- Good listener, attentive to the needs of others, servant hearted
- Calm under pressure and able to deal with any situation in a wise and selfless way
- High level of maturity, responsibility, and accountability
- A working knowledge of common technology and the ability to navigate and use our guest booking software efficiently. (Specific training will be provided.)
- First Aid training would be

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Key Responsibilities:

- Welcome guests and direct them to their Family Suites.
- Be available to answer any guest questions concerning the facilities.
- Organize the Family Suites so they are ready for arrival of guests.
- Complete housekeeping tasks for each Suite after departure, including
 - Cleaning and disinfection of living space and washrooms
 - Vacuuming and mopping
- Assist with the day-to-day operations of Camp to improve the guest experience.
 - Snow removal in parking lots and walkways
 - Filling the wood furnace
 - Providing fire wood for guest campfires
 - Replacing light bulbs
- Administrative tasks associated with processing family suite bookings.

Conditions of Work and Benefits:

- 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.
- Full room and board, including Wi-Fi and a weekly food allowance, will be provided by Camp Mini-Yo-We. Housing will include a kitchen.
- Must be available to assist with emergencies during working days.
- 2 days off per week - Most likely Monday and Tuesday but subject to change.
- Meals are provided during your working hours when programs are running and a kitchen is in operation, in accordance with the staff meals policy.
- Camp Mini-Yo-We is situated in a remote location. Transportation to town once a week will be provided for groceries. Access to personal vehicles is recommended but not essential. G2 or G license for Ontario is required to use camp vehicles.

Resumes will be accepted until the position is filled.

Via email: jze@miniyowe.com or mail: Attention: Jez Bell
1878 Muskoka Road 10 West RR2, Port Sydney, ON P0B 1L0.

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