



JC WATERFRONT / ACTIVITY HEAD

SEASONAL JOB DESCRIPTION

Contract Details

Reports To: Activities Coordinator

Period: July & August

Honorarium: \$325 per week if serving 4+ weeks (plus room & board)

Mission

Camp Mini-Yo-We is a Christian summer camp and year-round retreat centre located on beautiful Mary Lake in Muskoka, Ontario. Our mission is to develop tomorrow's leaders through life-changing adventures in God's creation.

Position Description

The Junior Camp (JC) Waterfront / Activity Head oversees the preparation, coordination, and delivery of all Junior Camp activities and free swim periods. Reporting directly to the Activities Coordinator, they ensure activity areas and equipment are ready, Activity Leaders are in the appropriate locations, and activities are facilitated safely and well.

The JC Waterfront / Activity Head directly supervises the lifeguards assigned to Junior Camp free swim, organizing their positions and responsibilities and overseeing each session according to Camp's waterfront safety and emergency procedures. Through practical leadership, clear communication, and encouragement, they help create Christ-centred experiences where campers and staff grow in faith, confidence, and outdoor skills. They also support additional Junior Camp needs as assigned by the Activities Coordinator.

This position requires the individual to be 18 years of age, hold a current NLS certificate, and have a minimum of 250 hours of lifeguarding and/or instructing experience. Possessing a pleasure craft operating licence is an asset.

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Key Responsibilities

- **Model Godly Character** – Practise regular prayer and encouragement, lead by example, and help create a Christ-centred, safe, fun, and welcoming environment for Junior Camp campers and staff.
- **Oversee Junior Camp Activities** – Oversee the preparation and daily delivery of all Junior Camp activities. Confirm activity areas, equipment, and supplies are ready before each period, and ensure Activity Leaders are in their assigned locations and understand the activity plans. Monitor facilitation, support leaders, and resolve operational issues with the Activities Coordinator.
- **Coordinate Activity Staffing & Schedules** – Work with the Activities Coordinator to confirm activity assignments, coverage, and transitions. Communicate the daily plan to Activity Leaders and adjust arrangements with the Coordinator when staffing or program needs change.
- **Supervise Lifeguards & Run Free Swim** – Directly supervise the lifeguards assigned to Junior Camp free swim. Organize their assignments and positions, confirm required qualifications and supervision coverage according to Camp's procedures, and ensure each guard understands their responsibilities. Be present and actively engaged throughout free swim, overseeing the waterfront sign-in system, buddy checks, and safe delivery of the session.
- **Train Staff & Prepare for Emergencies** – Train and coach assigned waterfront staff in Camp's waterfront procedures. In cooperation with the Activities Coordinator, ensure staff understand their responsibilities during a missing person alarm or other emergency. Conduct and debrief weekly emergency drills and follow Camp's emergency procedures.
- **Maintain Activity & Waterfront Areas** – Prepare activity areas and the waterfront during staff training and complete daily readiness checks. Keep areas clean and organized, maintain an inventory of equipment and supplies, and ensure safety equipment, lifejackets, and activity equipment are ready for use. Remove damaged equipment from use and report maintenance and replacement needs promptly.
- **Lead & Communicate** – Support and encourage Activity Leaders and lifeguards through practical coaching, feedback, and servant leadership. Communicate staffing, scheduling, equipment, and safety concerns to the Activities Coordinator and seek direction when decisions exceed the role's authority.
- **Support the Junior Camp Team** – Assist with activity setup and cleanup and other Junior Camp programming needs as directed by the Activities Coordinator. Participate in staff meetings, Bible studies, and camp community activities, and complete other assigned duties.

Personal Qualifications

- **Be a Christian** – Demonstrate a mature Godly character, with a desire and ability to care for children with kindness and respect.
- **Be Servant-Hearted** – Have a servant attitude, being flexible and willing to pitch in and assist as part of the team.
- **Be a Good Communicator** – Demonstrate strong communication skills with parents and guardians, suppliers, children, staff and other guests.
- **Be Enthusiastic & Approachable** – Present an upbeat and pleasant personality with a helpful attitude towards all.
- **Be a Problem Solver** – Remain calm under pressure and deal with challenging situations wisely and selflessly.

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- **Be a Good Listener** – Create a safe space and be attentive to the needs of others.
- **Be Willing to Grow** – Be a teachable person of integrity.

Your Support

- **Your Supervisor** – The Activities Coordinator will support and mentor you during your time at Camp with 1-on-1s, encouragement, development, and prayer.
- **Your Spiritual Health** – All staff at Mini-Yo-We are given time each day to spend with Jesus and the Bible. You will also have daily time to connect with other staff, read and discuss the Bible and pray together.
- **Your Mental Health** – We offer free Counselling services through Tyndale Wellness Centre. They are available for free 60-minute appointments with any staff members who would like extra support.

Conditions of Work & Benefits

- You will be provided with accommodation that is shared with other staff on property as well as all your meals while employed.
- If serving for 4+ weeks, you will receive a weekly honorarium.
- Working at Camp is physically demanding, with long stretches on the go without a rest. You will have daily time off as well as 1 day off each week.
- You will agree to understand Camp Mini-Yo-We's [Statement of Shared Beliefs](#) and [Guidelines for Community Living](#) and uphold them while serving on our team.

Next Steps!

If you have any questions about this position, please contact Eric Stiff, our Recruitment & Program Coordinator, at eric@miniyowe.com or 365-336-8010.

Express interest or apply online at www.campmyw.com/staff.

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