



ADMINISTRATIVE TEAM MEMBER

SEASONAL JOB DESCRIPTION

Contract Details

Reports To: Administrative Manager

Period: May, June, July & August; summer-only employment is an option

Honorarium: \$325 per week if working 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

Supporting the Administrative team is a multi-faceted seasonal position. This role requires being administratively minded and friendly so as to provide the best care for our customers. This team is the first point of contact for customers either on the phone, in person or via email.

This is an excellent opportunity to gain office experience and expand administrative skills. It's a lot of work but it's very rewarding! Be part of an amazing team of summer staff who love Camp and serving together. This role has opportunities to enjoy Muskoka and our facility during time off.

Key Responsibilities

- **Reception & Communication** – Respond to emails, answer phone calls and greet customers in the office.
- **Property Access** – Permit access to the facility for guests at our front gate. This includes the possibility of being on-call for arrivals at Camp after office hours.
- **Camper Registration & Data Entry** – Assist customers with registering for Camp or making changes to camper registrations in our CampBrain database system.
- **Administrative Support** – Provide support to various areas including the camp store, marketing, communications and the Summer Programs team. This could include tasks such as organizing mailings, helping to process lost and found items, counting cash and balancing the office till and other administrative tasks.
- **Other Duties As Assigned** – Be flexible to take on additional tasks to facilitate the overall objectives of the ministry.

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www.campmyw.com/staff

Qualifications & Attributes

- **Be a Christian** – Demonstrate a mature Godly character, with a desire and ability to care for the Camp community with kindness and respect.
- **Competent in Basic Office Administration** – Includes telephone etiquette, customer service and computer skills. Should be comfortable working in Microsoft Word and Excel, and be able to use Google software (e.g., Gmail). Be willing to learn CampBrain, which is our database system.
- **Quick Learner** – Eager to develop new skills and grow as an individual.
- **Self-Motivated** – Takes initiative and responsibility for assigned tasks.
- **Organized** – Plans ahead, anticipates needs and prioritizes tasks.
- **Servant-Hearted** – Has a servant attitude, being flexible and willing to pitch in and assist as part of the team.
- **Flexible** – Able to adjust quickly to changing priorities.
- **Mature & Trustworthy** – Able to understand confidentiality laws and responsibilities.
- **Good Communicator** – Demonstrates strong communication skills with parents and guardians, suppliers, children, staff and other guests.
- **Enthusiastic & Approachable** – Presents an upbeat and pleasant personality with a helpful attitude towards all.
- **Problem Solver** – Remains calm under pressure and deals with challenging situations wisely and selflessly.
- **Good Listener** – Creates a safe space and is attentive to the needs of others.
- **Willing to Grow** – Be a teachable person of integrity.
- **Physical Strength & Agility** – Have the ability to stoop, bend and crouch as well as lift and move heavy loads (e.g., large mail packages, garbage bags, full watering cans, vacuum cleaners, etc.).

Your Support

- **Your Supervisor** – The Administrative Manager will support and mentor you during your time at Camp with 1-on-1's, 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** – Each week, we welcome Jordan Mason, our counsellor friend, to Camp. He is available for free 30-minute 1-on-1 appointments with staff members who would like extra support.

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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 working 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 a week in the summer and 2 days off a week in the spring.
- 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 Cathy Faubert, our Administrative Manager, at cathy@miniyowe.com or 705-385-2629.

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

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