



# JOIN OUR TEAM!

## Operations Coordinator, Full Time

### Camp Stephens, Lake of the Woods, Kenora, Ontario (Live on Site)

May 31-September 5, 2021

*Please note that the date for resuming Camp Stephens operations remains unknown at this time. Public health restrictions and/or operational requirements may prevent our re-opening in 2021.*

Do you love working with children? Want to help provide a high-quality camp experience for every child? Excited about spending your Spring and Summer on an island in beautiful Lake of the Woods? Camp Stephens provides a unique opportunity for everyone. As the Operations Coordinator, you will ensure that all facilities, grounds and equipment are well-maintained and in good repair for all attending our very busy camp.

#### Are you the right fit?

- Provide leadership, training and supervision to all employees and volunteers
- Ensure camping industry and Y safety standards and policies are implemented and practiced by all staff and campers
- Ensure work area safety standards are followed

- Ensure the water system is operated in accordance to Ontario Regulation 170/03
- Perform regular inspection and maintenance of all equipment
- Manage fire safety plan
- Perform budget management, report writing and various administrative duties

#### What else do you need?

- Minimum Class 5F License or equivalent and drivers abstract
- Standard First Aid
- Bronze Cross
- Pleasure Craft Operator Card (PCOC)
- Prior experience in maintenance

#### Assets:

- National Lifeguard (NL)
- Operation of Small Drinking Water Systems Course
- OCA Camp Marine Module Training Course

#### Why work at the Y?

- Great people and work environment with an amazing view
- Complimentary Y individual membership
- Many opportunities for growth and advancement
- Super rewarding job, helping kids have a remarkable camp experience
- We are awesome!

Submit your cover letter and resume to: [mat.klachefsky@ymanitoba.ca](mailto:mat.klachefsky@ymanitoba.ca)  
position open until filled

*The YMCA-YWCA of Winnipeg is committed to providing a safe environment for children and vulnerable individuals. All applicants will be thoroughly screened through a review process including Police Record Checks with Vulnerable Sector Search and Child Abuse Registry Checks. We thank you for your interest; however, only candidates selected for an interview will be contacted.*

Alternate formats available upon request

