



SILVER LAKE MENNONITE CAMP
ON-SITE OUTTRIPPING COORDINATOR
SUMMER 2025

Background:

Silver Lake Mennonite Camp bases its beliefs and practices on Anabaptist/Mennonite theology. Silver Lake exists to provide campers at Silver Lake with a camp experience that fosters spiritual and personal growth and enables everyone to work and live together in a community that emphasizes fellowship, peace, justice and responsibility for one's actions, faith, fellow humans and the environment.

Purpose:

The On-Site Outtripping Coordinator (OC) plans and oversees aspects of the outtripping program, with support of the Leadership Team (Executive Director, Assistant Directors, Outdoor Education Director), reporting directly to the Outdoor Education Director. The OC must be aware of all pertinent safety regulations for outtrip programming (Ontario Camping Association standards, camp policies and training) and support Silver Lake's mission and values. Participation in an outtrip is possible if desired.

Term of Employment

The Outtripping Coordinator position is full-time from May 1, 2025 to August 29, 2025, on-site at 72 Pine Forest Drive Sauble Beach, with weekly wages of \$450.

Responsibilities May-June

- Support Outdoor Education programming as determined by the Outdoor Education Director
- Develop contingency plans for Summer outtrips
- Make any needed changes to site reservations
- Organize and prepare outtripping centre
- Plan & Lead outtripping staff training (with support of ADs)
- If possible and desired, may contribute to the staff pairing decisions of outtrip leaders (during February hiring process)

Responsibilities July-August

- Go over contingency plans with Directors and trip staff on Sundays
- Lead pre-trip departure sessions for outtrippers
- Work with OED to plan food orders & purchases, with awareness of dietary needs for each trip
- Ensure that all equipment & supplies are ready to go

- Check equipment out and back in after trip
- Ensure that trip leaders get first aid kit and meds from Medic the morning of their trip
- Ensure that van logbook is completed before outtrippers leave and the driver is given routes and maps
- Be on call as contact person for staff while trip is out
- Do post-trip debrief with staff and give forms to OED
- Ensure night off for outtrip leaders returning from trips
- Keep outtripping centre clean (regularly sweep, take out garbage/recycling, organize)
- Clean/repair stoves, water filters, and tents as needed
- Check repair log frequently and inform OED about what equipment needs to be fixed
- Collect accident reports after trips and give them to OED immediately
- Conduct a final gear inventory at the end of the summer
- help general camp tasks as outtripping responsibilities allow.
- Do staff evaluations for outtrip leaders

All summer staff including the OC have the following responsibilities:

- Maintain a high level of communication and excellent rapport with directors, staff and volunteers
- Demonstrate positive enthusiastic attitude, encourage enthusiasm in campers, staff, directors, volunteers
- Be professional and consistent with the philosophy and policies of SLMC (including OCA standards)
- Act as a role model for campers, volunteers, and other staff
- Attend training sessions and planning meetings prior to camp
- Implement inclusive programs that are age and time appropriate
- Participate in camp activities and help maintain order during them
- Read and understand the Staff Manual and emergency procedures
- Ensure all jobs are completed in a timely and efficient way. Each staff must share that responsibility
- Ensure Camp is kept clean and in good order and that all equipment/supplies are prepared for activities and cleaned and stored after use
- Participate in camp setup and end of season cleanup
- Carry out other duties as assigned by the Directors
- Live communally, onsite, for periods outlined in contracts

Qualifications:

If you have significant experience in camping, **including outtrip leadership experience (required)**; a high level of accountability; strong interpersonal, communication, creative thinking, problem-solving, organization and team-building skills; an understanding and appreciation of child development; integrity with clear, healthy boundaries and ethics; and support the mission of Silver Lake, please apply!

Applications:

Committed and qualified individuals are encouraged to **submit your cover letter and resume by December 30, 2024 to: alissa@slmc.ca**. Interviews will follow for selected candidates.