



SILVER LAKE MENNONITE CAMP OUTTRIPPING COORDINATOR

SUMMER 2027

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 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.

Term of Employment

The Outtripping Coordinator position is full-time on-site at 72 Pine Forest Drive Sauble Beach from the beginning of May to the end of August 2027. Some part-time hours will be required from October-April (see below) and will be agreed upon in discussion with the OED or ED. While on-site, appropriate daily/weekly time off will be negotiated with the OED. Compensation to be discussed in hiring process.

Responsibilities October-April

- Planning and booking outtrip routes
- Consulting on hiring of outtrip leaders (led by Director team)
- Booking outtrip transportation (with support of OED)

Responsibilities May-June

- Develop contingency plans for Summer outtrips
- Make any needed changes to site reservations
- Organize and prepare outtripping centre
- Organize and update manuals and other documents as necessary
- Order supplies (water bottles, stickers, etc)
- Plan & Lead outtripping staff training (with support of ADs)
- Occasional support as needed for the Outdoor Education team

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
- Confirm transportation and that drivers know routes
- Accompany outtrips as an additional leader
- Ensure daily contact is made with camp while trip is out
- Do post-trip debrief with staff and give forms to OED
- 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
- Read and understand the Staff Manual and emergency procedures
- Ensure all jobs are completed in a timely and efficient way.
- 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
- 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 September 14, 2026 to: alissa@slmc.ca**. Interviews will follow for selected candidates.