



**Position Title:** Assistant Program Director (2 Available)

**Program:** Christie Lake Kids Camp Program

**Reports To:** Camp Director

**Work Dates:** June 25 – August 14

### **Job Summary**

The Assistant Program Director is responsible for providing an exceptional camp experience for all campers while ensuring a safe and fun environment. As a facilitator of the camper experience, the Assistant Program Director strives to raise self-esteem.

### **Duties and Responsibilities**

Including but not limited to,

- Oversee the day to day activities of the entire summer camp
- Provide support to section directors, and program heads
- Manage camper behaviours
- Communicate clearly with all counselors in your section
- Provide ongoing support to section directors and program directors
- Provide program feedback and evaluation for the camp director
- Assist the program director to coordinate “all camp” activities

### **Desired Qualifications**

- Be of excellent character, modeling honesty, integrity and respect
- Possess enthusiasm, energy, patience and sense of humour
- Experience and/or desire to work with children in dynamic outdoor setting
- Skilled at dealing with all children, including those who are challenging
- Ability to relate well to peers, to be a team player, to give/receive feedback
- Confidence in leading activities and groups.
- Participate in evaluation and clean up at the end of camp
- Emergency First aid and CPR



### **Common Responsibilities**

- Working in a manner that preserves confidentiality and encourages risk management
- Incorporating and strengthening collaborative and interdisciplinary teamwork
- Respecting and valuing the diversity of individuals
- Contributing to the organization's activities to collect, analyze and report on data and relevant information
- Contributing to the organization's work by participating in meetings as necessary
- Participate in evaluation and clean up at the end of camp

### **CLK Purpose**

Christie Lake Kids creates opportunities for economically disadvantaged children and youth in Ottawa that changes the trajectory of their young lives through sport, arts, camp, mentoring and leadership programming that recognizes their needs, supports and challenges them.

### **To Apply**

Address cover letter and resume to (Stephanie Miller – Volunteer Coordinator, or Darcy – Camp Director) through email, mail or fax.

Christie Lake Kids  
400 Coventry Road  
Ottawa, On  
K1K 2C7

Fax: 613-742-6944

Email: [smiller@christielakekids.com](mailto:smiller@christielakekids.com)  
[ddelaney@christielakekids.com](mailto:ddelaney@christielakekids.com)

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400 Coventry Road, Ottawa, ON K1K 2C7

T 613-742-6922 | F 613-742-6944 | [www.christielakekids.com](http://www.christielakekids.com)

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