



Position Title: Junior Staff Director

Program: Christie Lake Kids Camp Program

Reports To: Camp Director

Work Dates: June 25 – August 14, 2012

Job Summary

The Junior Staff 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 Junior Staff Director strives to raise self-esteem.

Duties and Responsibilities

Including but not limited to,

- Design Junior Staff programming
- Hire adequate Junior Staff to fill required positions
- Ensure all paperwork is completed and filed with Office Manager
- Develop and oversee leadership trainings for Junior Staff
- Schedule and facilitate regular check-ins with Junior Staff
- Mentor and support Junior Staff
- Assure communication with all program staff regarding Junior Staff schedules to ensure adequate coverage
- Professionally attend to all assignments and supervisory duties
- Carry out any other responsibilities as designated by the Director

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



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 Delaney – 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
delaney@christielakekids.com

400 Coventry Road, Ottawa, ON K1K 2C7

T 613-742-6922 | F 613-742-6944 | www.christielakekids.com

Charitable Registration Number # 13278 4471 RR0001

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