

Camp Director

Position Type: Full Time

Date Ad Posted: October 14, 2009

Job Region: Ottawa

Application Deadline: October 27, 2009

Location(s): Ottawa and Christie Lake Camp

Camp Director , Christie Lake Kids

Christie Lake Kids (CLK), a charitable organization, has been serving children from economically disadvantaged families in the Ottawa area since 1922. CLK provides year round services to children and youth through an excellent camping experience and strategically located inner city recreational opportunities through STAR (Skills Through Activity and Recreation) Program. The work of noted child psychiatrist Dr. Dan Offord, who was Camp Director for 46 years, forms the cornerstone of our organization.

We are currently seeking a Camp Director who will work closely with members of the Leadership Team to ensure the mission, excellence, and viability of CLK's camp program. Christie Lake Camp is located on Christie Lake an hour and a half from Ottawa. A Facilities Manager lives on-site at the camp and each summer 80 staff are hired to provide a camp experience for 370 children and youth who attend the camp. Christie Lake Kids is an accredited member of the Ontario Camping Association.

The Camp Director will oversee all camp operations, standards, programs and services during the summer at the camp and throughout the year. The Camp Director will work closely with the Facilities Manager to ensure excellence at the camp and will reside on-site at camp in the summer months. The Camp Director will work closely with CLK's STAR Program Director to integrate Camp and STAR training and programming to ensure year-long continuity for children and youth served by CLK.

The Camp Director will report directly to the Executive Director.

Responsibilities

Overseeing all aspects of camp operations including:

- maintaining and implementing best practice in camp programming with economically disadvantaged children and youth and children and youth at risk including program monitoring, evaluation and impact analysis
- staff recruitment, hiring, training and supervision of a staff of approximately 65 members
- ensuring camp health and safety, and maintenance and monitoring of all standards of practice, risk management and due diligence in keeping with accepted standards of residential camping
- maintaining and building partnerships and fostering community and youth engagement, positive relationships with families, and alumni engagement
- Supporting and fostering relationships with donors and funders and active participation in fundraising activities

Qualifications:

The successful candidate will have a university or college degree in social work, education, recreation, outdoor education, child studies or equivalent and at least 5 - 8 years of progressive direct and administrative experience.

Other qualifications include:

- Knowledge and experience working with at risk and/or economically disadvantaged children and youth.
- Experience and knowledge of Christie Lake Camp or equivalent residential camp milieu
- Experience working with non-profit organizations
- Strong written and oral communication skills
- Strong administrative skills including familiarity with Microsoft and Outlook Express
- Strong English language proficiency (oral, reading, writing) is required and French language capacity is an asset
- Ability to work flexible hours

Salary:

50,000 annual rate (2009 rate)

Qualified applicants should e-mail, or send resume and covering letter by:
Tuesday October 27, 2009.

Dan Wiseman MSW, RSW
Executive Director

Via mail:

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

Via e-mail: admin@christielakekids.com

Please note that only those candidates selected for an interview will be contacted.