



**Position Title:** Adventure Program Director

**Program:** Christie Lake Camp

**Reports To:** Camp Director  
Assistant Camp Director

**Work Dates:** June 24<sup>th</sup> - August 14<sup>th</sup>, 2019

### **Job Summary**

The Adventure Program Director is responsible for planning and running adventure programming including rock climbing, low ropes, mountain biking, and bouldering. The Adventure Program Director will coordinate opportunities for cabin groups to participate in adventure programs, and facilitate the LIT Adventure Program badge. The Director will complete ongoing inspections of equipment and structures used for adventure programming, and communicate concerns and needs to the Camp Director or Facilities Manager in a timely manner.

### **Duties and Responsibilities**

Including but not limited to:

- Complete an inventory of all adventure program equipment at the start of the summer, and complete an updated inventory at the end of the summer; keep track of the quantity of equipment, and also the quality and any need for replacement items/maintenance on structures
- Create programming opportunities for Pioneer, Voyageur, and Out-Tripping campers to use the climbing tower, low ropes courses, mountain biking course, and/or bouldering wall throughout each session
- Facilitate LIT Adventure Program badge daily lessons
- Maintain the mountain biking course and run Mountain Biking Club each night after dinner, weather permitting
- During Pre-Camp, teach the staff team the basics of equipping campers in safety gear, reviewing safety rules, and preparing campers for their climbing opportunity
- Assist with facilitating LIT Outdoor Leaders Badge
- Run adventure programming, with a focus on mountain biking and rock climbing, during Catch-Up Day and Banquet Day open blocks
- Track the quality and safety of adventure program equipment and structures, and maintain consistent notes and reviews in camp log books and other paperwork
- Complete all assigned washroom cleaning shifts in a timely manner
- Assist in the mentoring of Junior Staff and Counsellors
- Sit with cabin groups as often as possible, at least ten meals a session

*Application Deadline: Friday January 25<sup>th</sup>, 2019*



### **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
- Hold valid First Aid + CPR qualifications
- Hold valid ACCT Level 1 Instructor qualification (training provided by CLK)

### **Common Responsibilities**

- Working in a manner that preserves confidentiality and prioritizes 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 serves economically disadvantaged children and youth by providing recreation and skill-building programs at no cost and with all barriers to participation removed. We are a registered charity (13278 4471 RR0001) located in Ottawa, Ontario. Our mission is to enrich the lives and prospects of economically disadvantaged children, by providing quality year-round community and camp programs to develop physical, artistic, and social skills, positive attitudes and personal qualities.

### **How to Apply**

Applicants are required to submit a resume and cover letter, and answer a short set of intake questions. In addition, all hired staff will be required to submit a valid (2019) Police Record Check for the Vulnerable Sector in order to be eligible to work at camp.

To submit your application, please follow this link: [2019 Summer Camp Application](#)

### **Questions?**

If you have any questions pertaining to this or any other camp staff position, please contact Laura Stemp, Camp Director, via email at [lstemp@christielakekids.com](mailto:lstemp@christielakekids.com)

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