



**Position Title:** Camcraft 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 Camcraft Directors are responsible for providing an exceptional camp experience, with a focus on outdoor survival skills, for all campers while ensuring a safe and fun environment. As facilitators of daily lessons and overnight trip programming at camp, the Camcraft Directors are tasked with creating engaging and educational activities that encourage physical, social, and character development in campers aged 8-15.

### **Duties and Responsibilities**

Including but not limited to,

- Teach and supervise outdoor survivor skills i.e., fire-making, shelter building, tying knots, survival food identification, carving, first aid, etc.
- Order supplies and maintain inventory for badge lessons and Outtrips
- Care for and maintain all equipment required for the program
- Maintain a safe activity environment at all times, with focus on risk management
- Clearly explain, monitor, and support expectations of campers
- Create a positive and supportive atmosphere within the Camcraft program
- Schedule and supervise Outtrips for Pioneer and Voyageur cabins
- Perform checks during the day and at night to ensure all campers and staff on Outtrip are enjoying a safe and enjoyable trip. Maintain contact with Counsellors and Junior Staff on trip, and visit campsites if needed.
- Safely drive and store the camp motorboat, and care for its maintenance needs
- Create fires for any "All Camp Fires" (i.e. Opening and Closing Campfires)
- Supervise and organize the Survival Overnight Trip each session
- Support the Section Directors during Section Programs and during sweeps
- Support the Program Directors during All-Camp Programs
- Facilitate the learning of the Junior Staff at Camcraft Awards
- Award the Junior Staff with 'Help Checks' if they are so deserving
- 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
- Carry out any other responsibilities as designated by the Camp Director

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



### **Desired Qualifications**

- Have experience teaching outdoor survival skills to children and youth
- Demonstrate strong organizational and lesson planning skills
- 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
- Hold valid First Aid + CPR qualifications
- Hold valid Pleasure Craft License and have experience driving motorboats

### **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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