



Position Title: Canoe Head

Program: Christie Lake Camp

Reports To: Camp Director
Assistant Camp Director

Work Dates: June 24th - August 14th, 2019

Job Summary

The Canoe Heads are responsible for providing an exceptional camp experience, with a focus on canoeing and boating skills, for all campers while ensuring a safe and fun environment. As a facilitator of daily lessons and other canoeing/boating programs at camp, the Canoe Heads are tasked with created engaging and educational activities that encourage physical, social, and character development in campers aged 8-15.

Duties and Responsibilities

Including but not limited to,

- Oversee the day-to-day safety and structure of all canoeing/boating activities
- Ensure that all campers and staff are following safety guidelines at all times
- Ensure lifejackets or personal floatation devices are used at all times
- Monitor the progress of camper and staff skills in the boating program
- Communicate clear expectations with all staff and campers
- Report any incidents and near misses according to camp policy
- Manage camper behaviours, both at and away from the boating program
- Facilitate the learning of Junior Staff during Canoeing Awards
- Award the Junior Staff with 'Help Checks', if they are so deserving
- Help Master Canoeists whittle their Master Paddles at the end of the session
- Keep track of all paddles and lifejackets, and store them in the appropriate sheds
- Maintain good repair of canoes and paddles, and teach the staff and campers how to properly care for canoes and paddles
- Maintain an ongoing inventory of all boating materials, including the quantity and quality of all items; communicate the need to replace any broken or missing items with the Camp Director throughout the summer.
- Support Section Staff during Section Programs and during sweeps
- Support Program Staff during all camp programs
- 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 25th, 2019



Desired Qualifications

- Be of excellent character, modeling honesty, integrity and respect
- Certified with minimum of Canoeing Level 'A' and Instructor Level 1
- 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 Bronze Cross or NLS Life Saving Society qualification
- Hold valid First Aid and CPR qualifications

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.

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

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