



Position Title: Counselling Director

Program: Christie Lake Camp

Reports To: Camp Director
Assistant Camp Director

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

Job Summary

The Counselling Director is responsible for supporting the counselling team through their training and ongoing development. The Counselling Director will help in the ongoing training and supervision of the Counselling Team, and provide formal and informal feedback throughout the summer to individual counsellors and the counselling team regarding strengths, areas of need, and next steps. In addition, the Counselling Director will meet regularly with the Section Directors to ensure that all counsellors are working to provide the best possible experience and program quality to our campers at all times.

Duties and Responsibilities

Including but not limited to:

- Work in collaboration with the Camp Director, Assistant Camp Director, and Section Directors to create training workshops and activities for the Counselling Team during Pre-Camp and throughout the summer
- Meet briefly with each Counsellor during Pre-Camp, and discuss goals for the summer as well as areas where each Counsellor foresees needing support
- Provide ongoing feedback to Counsellors regarding successes and areas for improvement; connect Counsellors with mentors (Senior Staff) as needed
- Be the go-to person for Counsellors who have questions, concerns, or need support in order to complete their job to the best of their ability
- Provide supervision and daily assignments for the CWACs (Counsellors Without a Cabin) and Support Staff, ensuring they provide maximum support to campers and staff at Awards, Programs, mealtimes, etc.
- Work with Program and Section staff to run Catch-Up Day and Banquet Day programming that keeps all campers and staff engaged in the camp program
- Assist with end-of-summer evaluations of Counsellors, providing insight into their strengths, attitudes, areas for improvement, and suitability for future work with CLK; make detailed evaluation notes to share with the Camp Director and Assistant Camp Director for staff files
- Complete all assigned washroom cleaning shifts in a timely manner
- Sit with cabin groups as often as possible, ideally ten meals a session

Application Deadline: Friday January 25th 2019



Desired Qualifications

- Have practical experience mentoring young adults in leadership settings
- Skilled at dealing with all children, including those who are challenging
- 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
- 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 and CPR qualifications

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