



Position Title: Home Visit Staff

Program: Christie Lake Camp

Reports To: Camp Director
Assistant Camp Director

Work Dates: May 6 – June 24, 2019

Job Summary

The Home Visit Staff are responsible for the completion of the registration paperwork for all campers. Under the leadership of the Assistant Camp Director, the Home Visit Staff work collaboratively to contact families and confirm their registration, provide information and answer questions about summer camp, and complete an interview questionnaire for each registrant. This process prepares us to meet the unique needs of each camper who attends our programming.

Duties and Responsibilities

Including but not limited to:

- Phoning families to confirm the registration of their child(ren) in summer camp
- Scheduling in-person or phone interviews with each camper's family to provide information about summer camp, and to complete an interview questionnaire to be shared with the camper's counsellor and other supervisory staff at camp
- Preparing parent/guardian handbooks and camper medical forms to be mailed out or hand-delivered to each camper's family
- Assisting in the organization and labelling of all registration paperwork
- Assisting in the filing of all registration and interview information on the CLK database
- Other tasks as assigned by the Assistant Camp Director and Camp Director

Desired Qualifications

- Excellent verbal and written communication skills in English
- Moderate verbal and written communication skills in French an asset
- Strong teamwork skills, and a positive attitude toward working closely with others in a fast-paced environment
- Hold a valid G Driver's License, and have access to a vehicle or a willingness to drive a CLK-provided vehicle to travel for Home Visits

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.

Application Deadline: Friday January 25th, 2019



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

Application Deadline: Friday January 25th, 2019