



Position Title: Junior Staff Director

Program: Christie Lake Camp

Reports To: Camp Director
Assistant Camp Director

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

Job Summary

The Junior Staff Director is responsible for providing an exceptional camp experience for all campers while ensuring a safe and fun environment. The Junior Staff Director provides direct supervision and ongoing training and feedback for the Junior Staff team, and ensures that these staff members develop strong skills in preparation for Counsellor roles in future summers.

Duties and Responsibilities

Including but not limited to,

- Hire adequate Junior Staff to fill required positions
- Design Junior Staff programming, including Pre-Camp and ongoing trainings
- Ensure all paperwork pertaining to Junior Staff is reviewed and filed
- Develop and oversee leadership trainings for Junior Staff
- Schedule and facilitate regular check-ins with Junior Staff
- Mentor and support Junior Staff, and link Senior Staff mentors with Junior Staff
- Assure communication with all program staff regarding Junior Staff schedules to ensure adequate coverage and supervision of campers
- Confer with Section Directors to match Junior Staff with Counsellors each session
- Manage and maintain awareness of relationships between Counsellors and Junior Staff, ensuring they remain therapeutic and harmonious
- Manage the learning curve of the Junior Staff, and monitor skill progression
- Design the Dining Hall schedule for Junior Staff, and monitor attendance
- Track and present badges earned by Junior Staff at their Awards
- Discuss concerns brought up by Senior Staff/Counsellors regarding Junior Staff
- Run the Sunday Dining Hall Cleanup and the Banquet Day Dining Hall Cleanup
- Keep track of staff and camper birthdays; provide the Kitchen Staff with a list of birthdays at the start of each session so they can bake cakes. Deliver birthday cakes, and tell a funny birthday story for each camper or staff birthday.
- Keep track of allergies/eating restrictions, and pass these along to the Head Chef at the start of each session

Application Deadline: Friday January 25th, 2019



- Support Section Directors and Program Staff at Programs and at sweeps
- Complete all assigned washroom cleaning shifts in a timely manner
- Sit with cabin groups as often as possible, at least ten meals a session

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
- Hold valid First Aid + 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

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