



**Position Title:** Out-Tripping Section 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 Out-Tripping Section Director is responsible for providing an exceptional outdoor camp and tripping experience for campers aged 13 to 15 while ensuring a safe and fun environment. As a facilitator of the camper experience, the Out-Tripping Section Director strives to raise self-esteem and teach outdoor survival skills through experiential learning.

### **Duties and Responsibilities**

Including but not limited to,

- Oversee the day-to-day activities of campers in the Out-Tripping Section
- Prepare grocery and supply lists in preparation for each Out-Trip
- Coordinate pre-trip training and workshops for campers and staff to ensure everyone is thoroughly prepared for risk management and a successful trip
- Prepare a packing list and checklist to ensure all supplies are packed for each trip
- Accompany cabins on each 7-day Out-Trip to Frontenac Park
- Stay in contact on a daily basis with the Camp Director, sharing trip updates and communicating any concerns, incidents, etc.
- Support Counsellors managing behaviours and activities
- Coordinate and run Section and All-Camp activities
- Provide ongoing feedback and support for Out-Tripping Counsellors
- Establish harmonious and therapeutic relationships with campers and staff alike
- Divide campers into cabins based on age, gender and personality type
- Designate a Best Camper, to be awarded at the end of each session
- Perform Counsellor evaluations at the end of the summer
- Ensure nightly sweeps are performed smoothly and efficiently to maximize supervision of Out-Tripping campers
- Support Program Staff at All-Camp Programs
- Complete all assigned washroom cleaning shifts in a timely manner
- Assist in the mentorship of Counsellors so they may grow within the work environment; provide leadership opportunities on-trip for Counsellors\
- Complete all assigned washroom cleaning shifts in a timely manner

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



### **Desired Qualifications**

- Experience in canoe tripping and practical application of outdoor survival 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
  - Wilderness First Aid or equivalent, or willingness to obtain training \*\*
  - F-Class Driver's License, or willingness to obtain license \*\*
- \*\* (costs covered by CLK)

### **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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