



**Position Title:** Pioneer 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 Pioneer Section Directors are responsible for providing an exceptional camp experience for campers aged 8 to 11 while ensuring a safe and fun environment. As facilitators of the camper experience, the Pioneer Section Directors strive to raise self-esteem while providing engaging opportunities for campers to develop their physical, social, and character skills in a dynamic outdoor setting.

### **Duties and Responsibilities**

Including but not limited to,

- Oversee the day-to-day activities and progress of campers in the Pioneer Section
- Support Pioneer Counsellors managing behaviours and supervising activities
- Coordinate and run Section and All-Camp activities
- Provide ongoing feedback and support for Counsellors and Junior Staff
- Establish harmonious and therapeutic relationships with campers and staff alike
- Divide campers into cabins based on age, gender, and personality type
- Work with Junior Staff Director to match Counsellors with Junior Staff
- Mentor Counsellors as well as Junior Staff to instill positive strategies for working with children and youth
- Communicate concerns regarding camper success and safety with the Camp Director and Assistant Camp Director
- Communicate with parents of campers who are struggling with behavioural issues
- Manage the program chart and present a cabin with the Program Chart Award at the end of each session
- Create a detailed list of supplies, to be given to the Camp Director, for all Section programs that require specialized materials
- Designate a Best Camper, to be awarded at the end of each session
- Designate a Best Cabin, to be awarded at the end of each session
- Perform Counsellor evaluations at the end of the summer
- Ensure nightly Section sweeps are performed smoothly and efficiently
- 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 25<sup>th</sup> 2019*



### **Desired Qualifications**

- Have practical experience mentoring and supervising groups of children
- 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](mailto:lstemp@christielakekids.com)

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