



Position Title: Program Director

Program: Christie Lake Camp

Reports To: Camp Director
Assistant Camp Director

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

Job Summary

The Program Director is responsible for providing an exceptional camp experience for all campers while ensuring a safe and fun environment. The Program Director plans and implements All-Camp programs, including daily activities as well as Spirit Days, Major Programs, and each session's Banquet while supporting the Section Directors with their programming needs.

Duties and Responsibilities

Including but not limited to,

- Plan and implement All-Camp Programs and Spirit Days
- Provide support to Section Directors and Award Heads
- Provide program feedback and evaluation for the Camp Director
- Create and post a detailed Program schedule for staff to see
- Create an itemized budget for the summer, ensuring an even distribution of resources between the three sessions
- Prepare detailed lists of supplies to be purchased, and provide this list to the Camp Director/Assistant Camp Director several days before supplies are needed
- Choose appropriate music to play at the beginning and end of each meal
- Facilitate each session's Banquet, and coordinate support from Junior Staff and other staff members as needed
- Organize Staff Sport Tournaments if so preferred by the staff
- Coordinate additional activities on 'Catch-Up Day' and 'Banquet Day' to ensure that all campers have programming options
- Coordinate and run Clubs each day after dinner; track staff participation, and share any concerns with the appropriate Section Director or other supervisor
- Plan the programming for Opening and Closing Campfires each session
- Invite guests to visit for Major Programs and other special events
- Support Section Staff during Section Programs
- Complete all assigned washroom cleaning shifts in a timely manner
- Assist in the mentoring of Junior Staff and Counsellors
- Sit with cabin groups as often as possible, at least ten meals a session

Application Deadline: Friday January 25th, 2019



Desired Qualifications

- Have practical experience planning and implementing large group activities
- 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 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

Application Deadline: Friday January 25th, 2019