



Position Title: Waterfront Director

Program: Christie Lake Camp

Reports To: Camp Director
Assistant Camp Director

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

Job Summary

The Waterfront Directors are responsible for providing an exceptional camp experience for all campers while ensuring a safe and fun environment. As facilitators of daily swimming lessons and other water-based programming at camp, the Waterfront Directors are tasked with creating engaging and educational activities that encourage physical, social, and character development in campers aged 8-15 with a focus on water safety.

Duties and Responsibilities

Including but not limited to,

- Oversee the day-to-day safety and structure of waterfront activities
- Provide waterfront training to other members of the staff team through Pre-Camp and ongoing training sessions and workshops
- Document any incidents and near misses that occur in the waterfront area
- Communicate clearly with all staff members who are present at waterfront
- Manage behaviours of campers while at the waterfront
- Provide clear instructions to staff and campers regarding waterfront protocols
- Monitor swim testing on first day of each session before assigning swim classes
- Organize Drill Teams and oversee Drill Practices during Pre-Camp and at least once a session. Provide feedback to staff on drill effectiveness, and ensure each staff member is aware of what they must do during a drill
- Match 'Eggs' with their Egg Teachers (Junior Staff)
- Ensure a Senior Staff is in charge of the Buddy Gate before the start of each swim session or other water activity, and check in regularly with the Buddy Gate staff
- Ensure the waterfront First Aid Kit is fully stocked and clean at all times
- Ensure the Power Tower is clean and organized
- Support Section Directors during Camp Programs and during sweeps.
- Support Program Directors during All-Camp Programs
- Award the 'Star of the Day' to a deserving camper and/or staff who has shown excellence at the waterfront
- Support the learning of the Junior Staff at JS Swim each morning
- Coordinate the Bronze Medallion/Bronze Cross exams at the end of the summer
- Assist in the mentoring of the Junior Staff and Counselors, ensuring their growth within the work environment

Application Deadline: Friday January 25th, 2019



- Complete all assigned washroom cleaning shifts in a timely manner
- Sit with cabin groups as often as possible, ideally ten meals a session

Desired Qualifications

- Hold valid NLS certification
- Hold valid First Aid and CPR 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

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