



Job Description

Position Title: STAR Program Supervisor/Assistant Camp Director

Position Summary

The Program Supervisor/Assistant Camp Director is responsible for ensuring the delivery and supervision of weekly arts and recreational sports programming in one or more Ottawa-area neighbourhoods, as part of our afterschool and evening or weekend Skills Through Arts and Recreation (STAR) program. The Program Supervisor/Assistant Camp Director is also responsible for supporting the day-to-day operations of our overnight summer camp programming. Our programs focus on the importance of providing activities that help children and youth (age 6-18) to develop positive physical, social, and character skills. The Program Supervisor/Assistant Camp Director is required to maintain a part-time STAR program schedule, as well as take part in the planning and implementation of weekend and summer camp programs.

The function of this job description is to align the job responsibilities with the organization's strategic goals and mission.

Program Schedule

- STAR (city programs)- three 9-week sessions per year (Oct-Nov, Jan-Mar, Mar-May), and the Program Supervisor will oversee programs in targeted neighborhoods two evenings per week, per session
- Summer camp programming- three 10-day sessions (End of June-Aug)
 - Meals and overnight accommodations are provided while on site
 - Additional vacation days are provided to account for overtime accrued at camp, to be used between August-September

Reporting Structure

The Program Supervisor/Assistant Camp Director will report to the Director, City Programs with input from the Director, Christie Lake Camp

The salary range for this position is 47,000-52,000.

Detailed Responsibilities

1) Program Development and Delivery

- Responsible for the development, delivery and supervision of children's programming in designated communities across Ottawa and at camp

- Responsible for ensuring programs are delivered safely and foster positive interactions and opportunities for those we serve
- Implement best practice standards that promote evidence-based Transformative Recreation® with children and youth from low income households
- Develop strategies for progressive learning with individual participants, and as groups of age-specific youth, as set out in current program plans
- Develop and maintain positive relationships with families, children and youth participants, staff and volunteers
- Work collaboratively with the Director, City Programs , Director, Christie Lake Camp, STAR team and seasonal camp staff to develop behavior strategies to help children succeed in our programs
- Consult with community groups and other service providers to identify potential clients and needs, encouraging participation of our target youth population
- Make referrals to other agencies when required and follow up with families, social workers, and other social service agencies
- Coordinate and procure any, equipment and supplies needed for program activities including offering food at every program
- Maintain a program budget
- Contribute to CLK's program registration data collection procedures, keeping confidential participant data up-to-date in CLK's files and online client database
- Contribute to research and program evaluation strategies as needed

2) Site Supervision

- Follow set practices, policies and procedures that mitigate site, participant, staff and volunteer risk and maximize the safety within the spaces we use for programming both in the city and at camp
- Work with the site location management team to ensure proper risk management and safety procedures are followed for programs, events and outings; ensuring the safety of all participants, volunteers and staff at all times
- Ensure that sites are being used in accordance with agreements and signed contracts
- Regularly report to the Director, City Programs and the Director, Christie Lake Camp on risk management and safety concerns in programs

3) Volunteer Resources and Staff Team Development

- Manage volunteers who support the STAR programs, and staff who support Christie Lake Camp
- Work collaboratively with CLK staff to support programming, agency-wide events, fundraisers, and special occasions, as needed
- Support the CLK staff team by joining work parties and/or camp rentals for the purpose of explaining the impact of their donation of time, money or supplies.
- Support engagement, recruitment, recognition and training of all volunteers and camp staff
- With the support and oversight of the Director, City Programs and the Volunteer Coordinator, managing disciplinary measures and/or conflict with program volunteers, if they arise
- In collaboration with the Director, Christie Lake Camp, managing disciplinary measures and/or conflict with the Christie Lake Camp staff, if they arise

- Participate in bi-weekly one-on-one meetings with the Director, City Programs and/or the Director, Christie Lake Camp, as well as bi-weekly STAR team meetings and monthly CLK all staff meetings
- Identifying opportunities for program improvement and professional development

Perform other duties related to the position as assigned.

Qualifications

Education and Experience

- University degree or college diploma in one of the following: social work, child and youth studies, education, outdoor education, recreation, or equivalent
- 3-5 years professional experience working with at-risk children and/or youth (asset)
- Demonstrated experience in maintaining community partnerships
- Demonstrated experience designing and implementing recreational programs that engage and motivate children and youth (required)
- Demonstrated experience engaging or managing volunteers (asset)
- Strong English-speaking, reading and writing skills are required, French or Arabic language capacity is an asset, as well as other languages
- Experience working in a leadership role at a summer camp facility (asset)

Knowledge, Skills, and Abilities

- Strong written and oral communication skills
- Familiarity with common administrative tools, including Microsoft Outlook, Word and/or Excel
- Able to demonstrate sound and independent judgment and reasoning
- Demonstrated skill or experience in program creation through art and/or sports and delivering programs safely to children and youth, including evaluation practices
- Experience working within a budget
- Strong leadership, problem solving and interpersonal skills
- A strong understanding and awareness of best practice supports with children and/or youth that require support for conflict resolution and self-regulation
- Demonstrated skill in working with children and youth who present a variety of challenging personalities and behaviors
- Experience planning programs with equity, diversity and inclusion as foundational elements
- Training/ Practical experience in crisis intervention
- Ability to work under pressure

Other Requirements

- Candidate must possess a valid 'G' driver's license, clean driving record, and have access to a personal vehicle to conduct work
- Current Standard First Aid with CPR C + AED certification
- Current (and clean) police records check for the vulnerable sector.
Ability to work flexible hours, in office and non-office locations (identified by the organization), including after-school hours, evenings and some weekends as required.

- Occasionally transport supplies/equipment up to 40 lbs
- Work outdoors in a variety of weather conditions (heat, high sun exposure, rain etc.)
- Meet the physical needs of traversing a campground with varying terrains, eg. Lots of walking at camp, hills, gravel paths etc.

Application Process

Please send a cover letter and resume to Amy MacDonald, Director, City Programs at amacdonald@christielakekids.com. The closing date for this position is **Friday, August 4th**.

If accommodation is required during the hiring process, please inform the Director, City Programs during your application.

Thank you to all applicants!