



Position Title:	Waterfront Director (two positions available)
Program:	Christie Lake Camp
Reports To:	Camp Director/Assistant Camp Directors
Contract length:	7 Weeks
Salary:	\$4,900.00-5,635.00/ contract

Organizational Background

Christie Lake Kids (CLK) is a charitable organization that has been serving children and youth living in low income households in the Ottawa area since 1922. CLK provides year round services to children and youth through an excellent camp experience and strategically located city recreational opportunities through the STAR (Skills Through Arts and Recreation) program. Our mandate is to provide high quality recreation opportunities that help children and youth build the skills necessary for developing long-term resiliency.

Christie Lake Kids is an organization committed to reflecting the communities we serve, and we are deeply committed to equity in employment opportunities. Part of our commitment to building and maintaining a diverse workforce means that we encourage and will prioritize applications from those who have been equity-denied, including Indigenous Peoples, Black and racialized people, members of the 2SLGBTQIA+, etc.

Job Summary

The Waterfront Directors are members of the Christie Lake Camp Senior Staff team who live onsite and are responsible for providing an exceptional camp experience for all campers while ensuring a safe and fun environment. The Waterfront Directors coordinate, organize and oversee all activities at the waterfront area.

Camp Dates

- Pre-camp training: June 25th-July 1st
- Session 1: July 2nd – July 12th
- Break: July 12th- July 16th (offsite)
- Session 2: July 17th – July 27th
- Break: July 27th- July 31st (offsite)
- Session 3: August 1st– August 11th



- Post-camp wrap up: August 11th – August 13th

**Senior Staff must be available to be on-site for all the above dates excluding breaks. You are encouraged to contact the hiring team as soon as possible with any questions related to availability conflicts/accommodations.*

**Possibility of an additional contract between August 18th- August 24th. Details will be provided during the interview process.*

Duties and Responsibilities

Waterfront Director

Including but not limited to,

- Oversee the day-to-day safety and structure of waterfront activities
- Train, schedule and supervise the Lifeguarding team
- Provide ongoing waterfront safety training to all members of the staff team
- Document any incidents and near misses that occur at waterfront
- Communicate clearly with all staff members who are present at waterfront
- In collaboration with the staff team, manage camper behaviors while at waterfront
- Create aquatic search teams and oversee an aquatic search practice (Drill) at least once per session.
 - Ensure each staff member is aware of their role during an emergency search at the Waterfront area
 - Provide feedback to the staff team after each Drill
- Assess staff swimming skills and comfort levels during pre-camp training
- Assess all camper swimming skills on the first day of each session
- Organize swim groups based on camper swim assessment and assign staff to each swim group
- Match 'Eggs' (non-swimmers) with their 1-on-1 Egg Teachers (Junior Staff)
- Ensure a trained Senior Staff is assigned to the Buddy Gate for each swim time, and that things are running smoothly
- Ensure the First Aid kit is fully stocked and clean at all times
- Ensure the Power Tower is clean and organized
- Award the 'Star of the Day' to a deserving camper or staff who has shown excellence at the waterfront
- Teach Bronze Medallion/Cross to Junior staff over the span of the summer during their designated swim time

Senior Staff (general)



- Work in a manner that preserves confidentiality and encourages risk management
- Incorporate and strengthen collaborative and interdisciplinary teamwork
- Communicate clearly and respectfully with all staff members
- Mentor Counsellors as well as Junior Staff to instill positive strategies for working with children and youth
- Maintain professional working relationships with all team members and cabin mates
- Respect and value intersectional inclusion, diversity equity and accessibility
- Contribute to the organization's effort to collect, analyze, and report on data and relevant information
- Contribute to the organization's work by participating in meetings as necessary
- Support the Program Director at all camp programs and clubs
- Support Section Directors with section programs
- Support the Canoeing and Boating program by ensuring a lifeguard is present during awards
- Sit with a cabin table as often as possible to ensure adequate ratios during meals
- Participate in general end of summer wrap-up tasks as well as those relating to your section
- Maintain a clean and hygienic personal cabin environment
- Help in the cleaning of common areas, according to the schedule given out at the beginning of the summer
- Support with camp-wide sweeps, according to the schedule given out at the beginning of each session
- Fill in or support in other areas in the event that a team member is pulled away or sick
- Carry out any other responsibilities as designated by Camp Management

Desired Qualifications

- Practical experience working in the aquatics sector
- Current National Lifeguard certification
- Current Standard First aid with CPR-C
- Current Lifesaving Instructor certification (strongly preferred)
- Current Red Cross Water Safety Instructor or Lifesaving Society Swim for Life Instructor certification (preferred)
- Demonstrated organizational and program planning skills
- Demonstrated skill in working with children and youth who present with a variety of complex needs or behaviours



- 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 a dynamic outdoor setting
- Ability to relate well to peers, to be a team player and, to give/receive feedback
- Confidence in leading activities and groups
- Proficiency in English (verbal, written, spoken)

Assets

- Graduate of or student enrolled in a post-secondary program in a related field (ie. Social Work, Outdoor Education, Education, Child and Youth Care, Child Studies, etc.)
- Nonviolent Crisis Intervention
- High Five
- Mental Health First Aid
- Outdoor education related experience/certifications
- G class driver's license

Physical Requirements

The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation

Due to the nature of summer camp, candidates must be able to:

- Spend approx. 75% of each day outdoors and active (walking, swimming, canoeing, participating in programs etc.) with limited stationary time
- Occasionally transport supplies/equipment up to 40 lbs
- Work outdoors in a variety of weather conditions (heat, high sun exposure, rain etc.)

What we provide

- Meals and accommodation during training, camp sessions and wrap up
- Training and certification opportunities
- Professional references, upon successful completion of summer contracts
- A unique opportunity to live and work in an outdoor setting and enjoy the amenities including canoeing, swimming, rock wall climbing, mountain biking and much more

How to apply



Interested candidates are invited to apply via our application portal linked [here](#). Positions will remain posted until filled, candidates are encouraged to apply as soon as possible. The hiring team can be reached at camp@christielakekids.com with any questions about the process and/or positions.

Interviews for this position are expected to begin as of February 19th. Please note that applicants may be contacted for interviews prior to this date. Applications will continue to be considered until positions are filled.

**No alcohol or substances are permitted onsite. Please inquire about the Christie Lake Kids Camp smoking policy if applicable (19+).*