



Position Title:	Adventure Program Instructor
Program:	Christie Lake Camp
Requirements:	Experience in outdoor education
Reports To:	Camp Director, Assistant Camp Director and Program Director
Available Positions:	1 student position available
Contract Length:	5 weeks
Salary:	\$4,608 /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.

Value of working at Christie Lake Kids

As part of the Christie Lake Kids Summer Staff team, staff gain valuable experience, skills, and opportunities that support their personal and professional growth.

Benefits include:

- **Meals and Accommodation:** Provided during training, camp sessions and wrap up.
- **Professional Experience:** An opportunity to work hands-on with children and youth, developing skills in program development, program facilitation, program evaluation and leadership.
- **Skill Development:** Gain experience working with diverse populations and children with complex needs, a highly valuable asset for careers in Child and Youth Care and related fields. Develop qualities like patience, resilience, adaptability, and a strong sense of teamwork, all while making a meaningful impact in the lives of children and youth.
- **Training and Certification Opportunities:** Enhance your qualifications through



certifications like Nonviolent Crisis Intervention, or Mental Health First Aid, provided at no cost.

- **Placement Hours:** Eligible students in Child and Youth Care, Social Work, or related fields can count their camp job experience toward placement or practicum hours, subject to approval by their academic institution.
- **Networking and References:** Build connections in the field and receive professional references upon successful completion of your summer contract.
- **Outdoor Environment:** Enjoy a unique opportunity to live and work in a natural setting with access to amenities such as canoeing, swimming, rock wall climbing, mountain biking, and more.

Job Summary

The Adventure Instructor is responsible for planning and running adventure programming including rock climbing, low ropes, mountain biking, and canoeing throughout the camp sessions, as well as looking after all adventure equipment. The Adventure Instructor will complete ongoing inspections of adventure equipment and structures used for adventure programming, communicate concerns and needs to Management and/or Facilities Manager in a timely manner, and organize and maintain equipment shed as needed.

This position offers the potential opportunity for additional employment with groups renting Christie Lake Camp during the off-season.

Camp 2025 Dates

- **Pre-camp:** June 30-July 5
- **Break 1:** July 5-7
- **Session 1:** July 7-12
- **Break 2:** July 12-14
- **Session 2:** July 14-19
- **Break 3:** July 19-21
- **Session 3:** July 21-26
- **Break 4:** July 26-28
- **Session 4:** July 28- Aug 2



**Camp 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*

Duties and Responsibilities

Including but not limited to:

- Organize all adventure equipment (rock climbing, mountain biking, low ropes, and canoeing & boating equipment) during pre-camp.
- Complete an updated inventory at the beginning and end of the summer; keep track of the quantity & quality of equipment, and any need for replacement items/maintenance on structures
- Create programming opportunities for Pioneer, Voyageur, and LIT campers to use the climbing tower, low ropes courses, mountain biking course, and canoeing & boating area throughout adventure time
- Clearly communicate expectations and rules with all staff and campers.
- Ensure that all staff and campers are following safety guidelines and wearing proper safety equipment (helmets, harnesses, lifejackets, etc.) at all appropriate times.
- Maintain the mountain biking area.
- Maintain organized equipment storage areas for adventure programming equipment.
- During Pre-Camp, teach the staff team the basics of equipping campers in safety gear, reviewing safety rules, and preparing campers for their adventure program experience.
- Facilitate training to Junior and Senior counsellors during pre-camp about canoeing and mountain biking as they will help support those activities during adventure time.
- Run adventure programming, with a focus on mountain biking, rock climbing, low ropes, and canoeing.
- Track the quality and safety of adventure program equipment and structures and maintain consistent notes on a shared document with Management.

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 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 team with daily programming needs.
- Support Waterfront Manager during swimming if needed.
 - Attend the swimming program unless specific area preparation tasks are required and have been communicated to Camp Directors.
 - Be prepared to support swimming by going in the water and encouraging participation, or by running the buddy gate tracking system to ensure that everyone is accounted for.
- 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 and tuck, 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

- Have practical experience in the canoeing sector.
- Have practical experience in mountain biking and an understanding of mountain biking practices that increase safety.
- Hold valid ACCT Level 1 Instructor qualification for the rock-climbing wall (training provided by CLK).
- Demonstrated organizational and program planning skills.
- Demonstrated skill in working with children and youth who present with a variety of complex needs or behaviours.



- Experience working in a camp/overnight camp setting.
- 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.
- Proficiency in English (verbal, written, spoken).
- Current Standard First Aid with CPR-C.

Assets

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

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 (while on-site)
- Occasionally transport supplies/equipment up to 40 lbs
- Work outdoors in a variety of weather conditions (heat, high sun exposure, rain etc.)
- Complete stationary work including reading, writing and/or completing registration related tasks requiring focus (primarily while off-site)
- The Adventure Program Coordinator will facilitate belaying for the rock-climbing program daily



How to apply

Interested candidates are invited to apply via email. The hiring team can be reached at camp@christielakekids.com with any questions about the process and/or positions. Positions will remain posted until filled, candidates are encouraged to apply as soon as possible.

Interviews for this position are expected to begin early February. Please note that applicants may be contacted for interviews prior to this date.

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