



Position Title:	Program Manager
Program:	Christie Lake Kids Camp
Requirements:	Degree or Diploma in Social Services or related field with Experience in child and youth program development, management and evaluation.
Available Positions:	1 position available
Reports To:	Camp Director
Contract length:	6 Weeks
Salary:	\$7,345.73 / including 4% lieu of vacation time.

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 Program Director is a key member of the Christie Lake Camp Management team. This role is responsible for the development, implementation, facilitation, and management of all camp programs, as well as overseeing the program team. The Program Director will work closely with the Camp Director and Assistant Camp Director to ensure smooth operational execution of the summer camp programs, staff management and camper support.

This role is considered a management position. In this capacity you will oversee, direct and support other staff. You will also contribute to their performance evaluations.

Camp 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 21-16
- **Break 4:** July 16-28
- **Session 4:** July 28- Aug 2



**Management 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.*

Duties and Responsibilities

Including but not limited to,

Program Development

- Under the supervision and in collaboration with the Camp Director and Assistant Camp Director, develop, implement and modify camp programming as needed. Following the skill-building program model.
- In collaboration with the Camp Director, strictly follow a budget to support the camp program.
- Oversee all administrative aspects of camp programming, including scheduling, resource management, and program logistics.
- During the camp season, oversee and support all day-to-day program activities. Ensuring quality and consistency across all program areas.
- Implement a tool that measures camper's skills throughout camp. Train program team on tool.
- Participate in end-of-season evaluations to provide feedback for program improvement.
- Work with staff to address camper skill development, create an inclusive and supportive environment that empowers campers talents and abilities.
- Ensure that all health and safety protocols are followed throughout the day and report noncompliance to the Camp Director

Human Resources and Staff Support

- In collaboration with the Camp Director and the Assistant Camp Director, supervise and support the program team and any staff in direct relation to programming.
- Supervise and mentor program team members, providing guidance and training to ensure effective program delivery.
- Actively participate in the development of the pre-camp training and facilitate training as required.
- In collaboration with the Camp Director, develop a system of support that keeps all staff members engaged and on task, including aspects of conflict resolution.



- In collaboration with Camp Director, actively engage in discussions and decisions that support staff management, with attention paid to employee support, employee transgressions, disciplinary measures and/or termination when necessary
- Provide support to the Camp Director, as requested and as needed, and assume the position and its responsibilities when s/he/they are off site

Camper Support

- In collaboration with the summer staff team, support 300+ campers over the summer aged 8-17 years in a dynamic outdoor setting
- Promote inclusivity and diversity in programming, ensuring that all campers feel welcome and seen.
- Support the registration of campers and communicate pertinent information to families before camp begins.
- Participate in training for the Christie Lake Kids participant database and ensure all tracking/updates are completed.
- Act as a mentor to Senior Staff, Program team and Counsellors, as they work to support campers and each other
- Actively work to ensure the safety of all campers, serving as a direct support for all staff members and/or assuming the lead when supporting campers who are presenting with complex needs or behaviors.
- In collaboration with the Camp Director, support the Section Managers or Health Care Providers through the decision-making and documentation processes and communicate with parents/guardians, as it pertains to sending campers home.
- In collaboration with the Camp Director, support the Section Managers or Health Care Providers through the decision-making and documentation processes and actively collaborate with authorities as needed, as it pertains to camper disclosures and calls made to Children's Aid services.

General

- Work in a manner that preserves confidentiality, mitigates risk and always puts safety first.
- Incorporate and strengthen collaborative and interdisciplinary teamwork.
- Communicate clearly and respectfully with all staff members.
- 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 Section Managers with section programs when possible.
- Support Waterfront Manager during swimming when possible.
- 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 the management team.
- Maintain a clean and hygienic personal cabin environment.
- Help in the cleaning of common areas.
- Perform camp-wide sweeps during main program times, supporting the program team.
- In collaboration with the Camp Director, Assistant Camp Director and Section Managers support a positive relationship between all staff on site.
- Fill in or support in other areas if a team member is pulled away or sick.
- Carry out any other responsibilities as designated by the Camp Director.

Desired Skills and Qualifications

- Graduate of a post-secondary program in Social Work/Services, Education, Outdoor Education, Child and Youth Care, Recreation, Community Service, or related field.
- Knowledge and experience working with children and youth who are considered at-risk, and/or whose families face economic and other barriers.
- Practical experience supporting children and youth in crisis.
- Demonstrated skill in working with children and youth who present with a variety of complex needs or behaviours.
- Experience in developing and implementing children and youth recreational programs.
- Experience in program facilitation and confidence in leading activities..
- Demonstrated ability to work efficiently under pressure.
- Thorough understanding and awareness of best practice, supports and interventions with children and youth, including pro-physical, pro-social and pro-character skill development.
- 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.
- Proficiency in English (verbal, written, spoken).



- Ability to learn new software, with experience using CampBrain an asset.
- Current Standard First aid with CPR-C.
- G class driver's license.

Assets

- Experience working in a leadership role at an accredited summer camp or in another recreation setting that serves children and youth.
- Experience supervising, training and/or evaluating staff and/or volunteers.
- Proficiency in additional languages.
- Nonviolent Crisis Intervention.
- High Five.
- Mental Health First Aid.
- Outdoor education related experience/certifications.
- Current or expired Bronze or National Lifeguard certifications.
- 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)



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+)*