



Position Title:	Voyageur Section Manager
Program:	Christie Lake Kids Camp
Requirements:	Degree or Diploma in Social or Community Services, Education, CYC, EA, or other relevant field
Available Positions:	2 positions available
Reports To:	Camp Director, Assistant Camp Director, Program Director
Contract length:	5 Weeks
Salary:	\$6,407.65 / including 4% lieu of vacation time.

Organizational Background

Christie Lake Kids (CLK) is a charitable organization that has been serving children living in low-income neighbourhoods in the Ottawa area since 1922. CLK provides year-round services to children and youth through an excellent camping 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 Voyageur Section Managers 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 and counsellors in their section while ensuring a safe and fun environment. The Voyageur Section Managers coordinate skill development for and ensure the support of campers aged 11-14. For Session 4 (LIT camp) ages 16-18. They will support and manage the counsellors in their section each session.

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 21-26
- **Break 4:** July 26-28
- **Session 4:** July 28- Aug 2

**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.*

Duties and Responsibilities

Including but not limited to,

- Oversee the day-to-day activities of campers in the Voyageur section
- Work closely with Camp Management, including the Program Director to ensure program delivery is safe and efficient
- Read/interpret camper files, ensure that information is only shared with relevant staff members in order to maintain confidentiality

- In collaboration with all Section Managers, divide campers into cabins based on age, cabin preference and personality type using camper files
- In collaboration with all Section Managers, assign Counsellors to each cabin group
- Keep an updated list of the children and staff in your section who are present at camp
 - Use an updated section list to complete attendance during drills or emergency situations
- Establish harmonious and therapeutic relationships with campers and staff alike; Support with behaviour management and promote positive and therapeutic strategies of support for children and youth
- Manage and mentor Counsellors in your section, providing strategies and resources for counsellors to support their campers
- Check in with cabin staff in your section daily to remain updated on how each cabin is doing
- Contact parents/guardians regarding behavioural concerns or incidents having occurred at camp, ensuring that any and all incidents are documented appropriately via an incident report and shared with the management team
- Facilitate camper contact with parents/guardians via phone while campers are on-site when necessary
- Participate in nightly sweeps of the Voyageur section
- Support Counsellors in completing closing camper files at the end of each session
- Designate a best camper and a best cabin, to be awarded at the end of each camp session
- Provide ongoing feedback for Counsellors
- Perform mid-summer and end-of-summer Counsellor evaluations in collaboration with all Section Managers and Camp 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

- Practical experience facilitating programming for children aged 11-17.
- Practical experience supporting children in crisis
- 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 a 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)
- Current Standard First aid with CPR-C

Assets

- Graduate of or student enrolled in a post-secondary program in a related field (ie. Social Work, Education, Child and Youth Care, Child Studies, etc.)
- Experience working in a supervisory role
- Experience working in a camp/overnight camp setting
- Nonviolent Crisis Intervention
- High Five
- Mental Health First Aid
- Outdoor education related experience/certifications
- Current or expired Bronze or National Lifeguard 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.)

How to apply

Interested candidates are invited to apply via email. The hiring team can be reached at camp@christielakekids.com. 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+).*