



<b>Position Title:</b>	Canoeing and Boating Program Instructor
<b>Program:</b>	Christie Lake Kids Camp
<b>Requirements:</b>	18+, Experience in planning and leading recreational programs
<b>Reports to:</b>	Camp Director, Assistant Camp Director, Program Director
<b>Available positions:</b>	1
<b>Contract length:</b>	July 4, 2026 – August 12, 2026
<b>Salary:</b>	\$3,637.40 /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 Canoeing and Boating Program Instructor will plan and lead various skill building sessions and activities for campers aged 8-15, creating a safe, fun, and educational environment. This role involves engaging campers through skill-building practices and motivational activities that promote teamwork, and the development of social, emotional, and physical skills. In addition to facilitating program sessions, the instructor will also support the general camp program with evening programs. The instructor may also be assigned to support campers who require extra assistance, fill in for other staff members, or provide care for campers with complex needs.

### **Summer Camp 2026 Dates**

- **Pre-camp: July 4<sup>th</sup>-9<sup>th</sup>**
- **Session 1: July 12<sup>th</sup>-19<sup>th</sup>**
- **Session 2: July 23<sup>rd</sup>- 30<sup>th</sup>**
- **Session 3: August 4<sup>th</sup>-11<sup>th</sup>**
- **Post-camp: August 12<sup>th</sup>**

*\*Program Instructors must be available to be on-site for all the above dates excluding breaks between sessions. You are encouraged to contact the hiring team as soon as possible with any questions related to availability.*

### **Duties and Responsibilities**

#### Canoeing and Boating Program Instructor

- Facilitate three program sessions per day catered to different groups divided based on age, with the support of the Program Director
- Lead dynamic warm-up and cool-down sessions each day to prepare and support campers for daily physical activities incorporating goal setting and self-reflection components
- Foster a positive atmosphere that encourages teamwork
- Supervise campers during activities, ensuring safety and engagement
- Clearly explain, monitor and support the expectations of campers
- Utilize a skill development tool to assess and track each camper's progress in skill building
- Organize and lead an end of session program or activity, providing campers the opportunity to showcase their newly acquired skills
- Facilitate team-building exercises to promote group cohesion and communication
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- Reflect on the day's sessions with campers, encouraging them to share their experiences and achievements, incorporate camper feedback on an ongoing basis
- Communicate clearly with all staff members who are present at programs
- Mentor and support staff and campers in developing their skills and teamwork abilities
- In collaboration with Program Director and/or Section Managers, document any incidents and near misses that occur during programs
- Ensure all program supplies is handled with care and properly organized
- Ensure program spaces are cleaned up after each program
- Support the Program Director in the facilitation and supervision of evening programs

#### 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
- 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 work and 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**

- Enrollment in a post-secondary program in a related field ( ie. Outdoor education, Recreation, Education, Social Work, Child and Youth Care, Child Studies, etc.)
- Practical experience in coaching or instructing, or facilitating, preferably in a camp, outdoor or educational setting
- Knowledge of the fundamentals of canoeing and boating including water safety and facilitation
- Demonstrated experience supporting children and/or youth with diverse behavioural, emotional, or social needs
- Experience working in camp/overnight camp setting
- Ability to lead and motivate campers of various skill levels
- Experience monitoring and evaluating skill development



- Be of excellent character, modeling honesty, integrity and respect
- Possess enthusiasm, energy, patience, and a sense of humour
- Proficiency in English (verbal, written, spoken)
- Current Standard First Aid with CPR-C.

### **Assets**

- Experience in a supervisory role
- Nonviolent Crisis Intervention, High Five, Mental Health First Aid, ASIST or other relevant trainings/certifications
- Outdoor education related experience/certifications.
- Current or expired Bronze or National Lifeguard certifications.
- Proficiency in additional languages (French, Arabic, etc.)
- 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 at [camp@christielakekids.com](mailto:camp@christielakekids.com). Please include an updated resume, a brief cover letter, and specify the position(s) you are applying for. Applications are reviewed on a rolling basis; therefore, candidates are encouraged to apply as soon as possible.

The hiring team can be reached via email for any questions about the process and/or positions. Positions will remain posted until filled.

Interviews for this position are expected to begin in February.

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