



<b>Position Title:</b>	Waterfront Manager
<b>Program:</b>	Christie Lake Kids Camp
<b>Requirements:</b>	Current National Lifeguard certification, Experience in aquatics leadership, ideally in an outdoor/summer camp setting
<b>Available positions:</b>	1 position available
<b>Reports to:</b>	Camp Director, Assistant Camp Director, Program Director
<b>Contract length:</b>	July 4, 2026 – August 12, 2026
<b>Salary:</b>	\$5,713.66 / 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 Waterfront Manager is a member of the Christie Lake Camp Senior Staff team who lives onsite and is 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.

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.

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

### **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>**

*\*Waterfront Manager 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 conflicts/accommodations.*

### **Duties and Responsibilities**

#### Waterfront Manager

- 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 and ensure that safety protocols are followed



- 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 any non-swimmers with 1-on-1 support from staff
- Be prepared to support swim groups by going in the water and encouraging participation as needed
- Delegate Senior Staff to support swim groups or any other waterfront tasks as needed
  - Ensure a trained Senior Staff is assigned to the Buddy Gate for each swim time, and that things are running smoothly
- Ensure the waterfront First Aid kit is fully stocked and clean at all times
- Ensure the waterfront area is cleaned up after each program
- Ensure the Power Tower is clean and organized

#### 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
- 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

- Experience working in a leadership role in the aquatics sector
- Current National Lifeguard certification
- Current Standard First aid with CPR-C
- Current Lifesaving Instructor certification (preferred)
- Current Red Cross Water Safety Instructor or Lifesaving Society Swim for Life Instructor certification (preferred)
- Demonstrated organizational and program planning skills
- Demonstrated experience supporting children and/or youth with diverse behavioural, emotional, or social needs
- 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.)
- Experience working in a camp/overnight camp setting
- Nonviolent Crisis Intervention, High Five, Mental Health First Aid, ASIST or other relevant trainings/certifications
- Outdoor education related experience/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+).*