



Canoe Kids Camp Director

The **Canoe Kids Camp Director** is responsible for creating, implementing and supervising a program that satisfies the requirements of Canoe Kayak Canada's (CKC) Canoe Kids Program. The Director will provide a safe and enjoyable atmosphere in which campers are able to improve their paddling skills and interest in the sport, as well as their general health and wellbeing. Interested candidates should email a cover letter and resume, to sudburycanoclubon@gmail.com. Please visit our website at www.sudburycanoclubon.com

Start date June 17th and end date is August 30th, 2024. Hours of work are 37.5 hours per week. This position is partially funded by the **Canada Summer Jobs** program.

Responsibilities Include:

1. Create a program with detailed timelines that satisfies the requirements of CKC Canoe Kids Program. Develop routines, schedules, and procedures for camp operation.
2. Assist in the selection of staff and volunteers.
3. Prepare and conduct pre-camp and in-service staff trainings. Assign staff activities and other responsibilities.
4. Act as a leader and a role model for staff, volunteers and campers.
5. Create an Emergency Action Plan and familiarize staff.
6. Be familiar with the "Safe Boating Guide" and ensure that all staff and participants abide by the rules and regulations set out by the Canadian Coast Guard at all times.
7. Ensure all equipment is in safe, working order and report any damages.
8. Ensure the Sudbury Canoe Club property – including docks are clean and safe for use.
9. Request orders of necessary supplies and equipment.
10. Maintain ongoing communication with parents.
11. Maintain ongoing communication with management.
12. Monitor safety and all procedures as they pertain to the complete supervision of all campers and staff.
13. Help provide an atmosphere for developing good morale and well-being among the staff, volunteers and campers.
14. Prepare an evaluation and summary of current season including inventories, staff evaluations, camper reports, and recommendations for the following season.

15. Other duties as required.

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Skills/Qualification Requirements:

- Excellent communication skills
- Ability to work both independently and in a team environment
- Experience working with children in a camp setting
- Current CPR and First Aid Certifications
- Pleasure Craft Operator's Card
- NLS an asset
- Coaching Certification – NCCP Level 1

The successful candidate(s) will be required to provide a Vulnerable Sector Criminal Reference check (18yrs of age or older). In addition, the Sudbury Canoe Club is an equal opportunity employer, should you be a successful candidate and require workplace accommodations, please advise at the time of hire. This position is partially funded through the Canada Summer Jobs program. We welcome all applications, however only candidates that are selected for an interview will be contacted. **Application deadline is March 15th, 2024**