



Pickering Rouge Canoe Club

Located on Beachpoint Promenade in Frenchman's Bay, Pickering
Canoe Kayak Camp at Rouge Beach, Scarborough
Mailing address: 91 Rylander Blvd, Unit 7, Box 187
Scarborough, Ontario, M1B 5M5

Summer Camp Director

The Pickering Rouge Canoe Club (PRCC) is looking for an enthusiastic Camp Director to manage PRCC's Canoe and Kayak Camp. The Camp runs full days during July and August at Rouge Beach in Scarborough for children ages 6 to 13. A Counsellor-in-training (CIT) program is available for teens ages 14 to 15. Information about PRCC is available at pickeringrouge.ca.

This position is part-time from March through September with a heavier commitment during the summer months. The Camp Director reports to the PRCC Board of Directors.

Duties include all administrative and management duties connected to the running of the Camp including:

- Training and managing Lead Counsellor and all Camp Counsellors
- Advertising and promoting the Camp to ensure full enrollment
- Managing the Sportical system to ensure that camp registration is running smoothly and that fees have been collected
- Developing activities that create a positive experience for campers and parents
- Working with PRCC's Head Coach to coordinate paddling activities
- Communicating regularly with parents on camp matters and administrative details through email, phone calls and meetings
- Ensuring all participants in the program are aware of club rules and regulations including safety regulations
- Communicating regularly with the PRCC Board

Requirements

- Current Standard First Aid/CPR (Level C), Canoe Kids certification (training available in May), clear Police Records Check, with Vulnerable Sector Check
- Minimum 5+ years of experience developing programs for children
- Strong communicator with ability to deal effectively with campers, parents, staff and Board members
- Management/staff supervisory experience
- Administrative skills including experience with Excel
- Canoe and kayak experience is an asset

Please submit your resume by February 15, 2018 to registrar@pickeringrouge.ca .
Include "PRCC Camp Director" in the subject line.