



## Pickering Rouge Canoe Club

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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  
[www.pickeringrouge.ca](http://www.pickeringrouge.ca)

### Summer Camp Manager

The Pickering Rouge Canoe Club (PRCC) is looking for an enthusiastic Camp Manager **between the age of 19 and 30** 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 16. Employment runs from May to August 2019. Information about PRCC is available at [pickeringrouge.ca](http://pickeringrouge.ca).

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 Camp Director.

### 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.
- Proven leadership, supervisory, customer service and communication skills.
- Administrative skills including experience with Excel.
- Canoe and kayak experience is an asset.

Pay rate of \$19.00 hourly (higher pay depending on experience)

We promote equal employment opportunities for all job applicants, including those self-identifying as newcomers to Canada, Indigenous youth, persons with disabilities, visible minorities, and LGBTQ2 youth.

Please submit your resume to [registrar@pickeringrouge.ca](mailto:registrar@pickeringrouge.ca) and include "PRCC Camp Director" in the subject line. We will be reviewing applications on an ongoing basis. Confirmation is dependent on the Canada Summer Jobs Grant.