



**Position: Program Head, Little Lake Adventures**

**Accountable To: Rear Commodore, Child and Youth Programming**

**Posting Date: January 1, 2025**

**Closings Date: January 30, 2025**

## **Position: Program Head, Little Lake Adventurers**

Little Lake Adventurers is a 6–8-week summer day camp for children ages 3-10, located at Royal Lake of the Woods Yacht Club, in Kenora, ON.

### **Job Description:**

The Little Lake Adventurer (“LLA”) Program Head is responsible for the delivery of the overall youth summer camp program at the Club. Reporting to the Youth Program Commodore, the LLA Head provides input on the LLA program, promotes the LLA program as well as Family Night, develops LLA Tennis, Sailing, and Swimming combination programs, selects and execute the weekly theme, organizes and manages special events such as field trips, plans, shops for, and manages preparation of all snacks, ensures craft and other miscellaneous supplies are stocked and maintained, manages the lunch program, prepares weekly newsletter materials, and oversees the LLA facilities, materials and equipment. The LLA Program Head works closely with the Assistant Program Head as well as a minimum of 1 staff member (depending on the weekly registration, the Program Head may have a team of up to 5 staff) to create weekly groups and ensure delivery of LLA, LLA combination and lunch programs. The LLA Program Head also works closely with the Club management and staff to provide excellent membership experiences.

### **Specific Duties Include but are not limited to:**

- Work with Rear Commodore, Youth Programming, as well as counsellors, to plan and execute weekly themes and field trips, and prepare daily crafts, snacks, activities, sports and games in accordance with theme.
- Lead, inspire and manage a team of 1-5 counselors.
- Ensure that Program space (indoor and outdoor) is clean, toys and books are sanitized, and supplies are properly cared for. Communicate and suggest any safety concerns or suggested improvements.
- Work with Sailing, Tennis and Swimming Heads to create Program content that provides a diverse range of activities for campers that fits within the various schedules. This includes optimizing available space and creating combination programs.
- Work with Kitchen and other staff to manage and deliver hot lunch program.
- Plan, promote and execute bi-weekly Field Trips, which may include organizing parent volunteers.
- Determine, within budget, the staffing needs of each program (morning, afternoon, tennis, sailing and swimming ad-ons), and schedule appropriate staff to ensure minimum Ontario childcare guidelines are met.



- Prepare a weekly newsletter report including written recap of the week's activities, as well as photos, to promote the LLA program and encourage registration.

#### **Preferred Skills:**

- Motivated self-starter with excellent problem-solving skills
- Experience working with children in an organized setting is highly desirable.
- Experience working with, managing, and mentoring other counselors is desirable.
- High-level interpersonal skills and a demonstrated capacity to work in a team environment are essential, as the LLA Head will work closely with Tennis, Sailing and Swimming to design a fun, creative and active program, suited to various age groups.

#### **Requirements:**

- Candidate must be age 18+
  - Candidate must have completed Basic First Aid Training prior to start date.
  - Candidate must complete Respect in the Workplace prior to start date.
  - Candidate must complete Respect in Sport for Activity Leaders prior to start date.
  - Candidate must have access to accommodation in Kenora for 6-8 weeks, as well as access to transportation to and from Royal Lake of the Woods Yacht Club (located on an island)
  - Babysitting Course completion highly recommended
  - Pleasure Craft Operator license is highly recommended.
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