



Ottawa Tennis Club Job Description

Position: *Camp Director*

Reports To: Club Manager, and/or Executive Director

Remuneration: \$22.00 (plus 4% vacation pay)

Contract: Seasonal Full Time, 35-40 hours (June 22 until September 4, 2026). Causal hours: up to 24 hours/week starting in February 2026.

Job Summary:

The OTC camps run for 11 weeks starting June 22 to September 4, 2026. The Camp Director is responsible for the summer camp's overall operation, management, and leadership. This role involves planning, organizing, and overseeing all camp activities, ensuring the safety and well-being of campers and staff, and maintaining a positive and inclusive camp environment. The Summer Camp Director will work closely with camp staff, parents, and community members to deliver a fun, educational, and safe experience.

Responsibilities

- Train and orientate camp counsellors and schedule counsellors for the summer
- Design, plan and implement engaging team building activities.
- Responsible for all OTC Camps
- Design, plan, and implement engaging camp programs and activities (e.g., arts and crafts, Sports and Tennis, outdoor adventures, team building, sports, educational workshops).
- Develop a weekly schedule for camp activities, ensuring variety and balance across different age groups and interests. Organize special events and celebrations. Ensure programs align with camp goals and values.
- Perform administrative tasks to support the program (site checks, program paperwork, incident reports, pre-camp phone calls, staff meetings, and parent and participant feedback).
- Manage lunchtime and ensure the lunch area is cleaned after campers each day.
- Maintain all camp equipment, manage keep an accurate inventory throughout the summer, and communicate replacement/ordering needs to management
- Provide leadership and guidance to maintain a positive and effective working environment. Conduct regular staff meetings and provide feedback to ensure high performance levels.
- Ensure staff adheres to camp policies, safety guidelines, and code of conduct.
- Coordinator and direct all facility and location pre-camp, set up, post-camp, and cleanup
- Ensure that all camp activities meet safety standards and risk management policies, document safety incidents - and implement corrective measures as needed.
- Monitor camper behaviour and mediate any conflicts that arise.

- Foster positive relationships with parents, campers, and members to promote camp engagement.
- Work closely with management regarding camp budget, ensuring effective use of resources for supplies, equipment, and activities.

Qualifications

- Enrolled in a related Post-Secondary Education program
- Experience working with kids aged 5 to 13
- Experience in a Supervisory role
- Ability to swim and willingness to engage with campers in the outdoor pool
- Valid Standard First Aid with CPR-C Certification
- Valid Vulnerable Sector check
- Ability to work independently and in a team environment

OTLBC VALUES

Respect – OTLBC believes that its members, staff and volunteers should treat each other respect and courtesy and can expect to be treated by others in this same manner. This means refraining from using coarse language, raised voices, making personal attacks on the individual or using any physical or verbal means of intimidation. ***You can disagree without being disagreeable.***

Sportsmanship – OTLBC members, staff and volunteers believe in fair play both in recreational, competitive and social activities at the club. This means abiding by the club policies and court booking rules (not double booking or trying to find a way around the booking rules to extend your play while others are waiting their turn), not cheating and giving your opponent the benefit of the doubt during play and competition.

Honesty & Integrity – OTLBC staff, membership and its volunteers commit to being honest, accountable and transparent in their conduct. This means individuals refrain from playing regularly until their membership is fully paid, members and staff openly discuss and share feedback in a constructive manner focusing on how things can be improved rather than trying to lay blame.

Fun – OTLBC believes in fostering an environment where sport, leisure and social activities are fun, positive and lead to sense of wellbeing and self-confidence. This means that staff, volunteers and members are acknowledged for keeping it light and fun while appreciating and celebrating each other's participation in the club's social life.

Volunteerism – OTLBC promotes and encourages volunteerism as it foster's a sense of pride among members and increases their engagement in the club. It also strengthens the capacity of the club to provide more services while providing volunteers with an opportunity to develop and contribute. This means that members contribute voluntarily where they can without promise of any personal gain and staff and management support these volunteer efforts to the best of their ability and being mindful of other club activities/events that may cause conflict.

Inclusiveness – OTLBC staff, volunteers and members share a common desire to create a welcoming and inclusive environment where people can enjoy the facilities, participate in events, and develop meaningful relationships. This means that members, staff and management encourage participation in all events and activities, engage with other members (especially new ones) and offer support or assistance to those who need it. ***"Inclusion is a process of identifying, understanding and breaking down barriers to participation and belonging."***