



# Coordinator, Leadership Program

## ABOUT US

CAMPFIRE CIRCLE (formerly Camp Ooch & Camp Trillium) has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, CAMPFIRE CIRCLE donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

## THE OPPORTUNITY

CAMPFIRE CIRCLE is currently seeking a Coordinator, Leadership Program. This role is accountable for the development and facilitation of safe, fun and engaging teen and leadership programs providing an enriching year-round camp experience at our Muskoka and Rainbow Lake sites, in the community across Ontario and through a virtual platform.

The key accountabilities of this role include:

### 1. PLANNING

- a) Participate in development, execution and monitoring of short- and long-term plans for all programming designed to meet the organizational goals.
- b) Monitor, evaluate, and report on the achievement of Leadership Programs

### 2. PROGRAMMING AND FACILITATION

#### Teen and Leadership Programs

- a) Develop, facilitate and oversee all year-round leadership programming.
- b) Develop and implement the High School Credit program and oversee all administrative aspects of the program facilitation and inspection.
- a) Responsible for the risk management of teen and leadership programs, ensuring all safety measures are in place to support an emotionally and physically safe experience.
- c) Support, coach and lead teen program volunteers.
- d) Lead recruitment for and the development of all adult and alumni programs, including the Youth Action Team (YAT).
- e) Oversee all communication and logistics and planning of the camper graduation process.
- f) Ensure programs meet relevant accreditations and laws.
- g) Support and facilitate guest programs including initiating, developing and maintaining relationships with external contacts

#### In-Hospital and Community Programs

- a) Work closely and collaboratively with the community and in-hospital program teams, creating and facilitating safe, fun and engaging camp-style programs at our in-person and virtual community programs and our in-hospital programs.
- b) Develop and maintain positive and supportive working relationships with Medical and Child Life Staff.
- c) Support and collaborate with hospital volunteers for successful program delivery.



### 3. COMMUNICATION AND ADMINISTRATION

- a) Make arrangements and confirm all bookings, necessary permits and/or contracts required for programs are approved and submitted on time for successful program delivery and maintaining positive vendor relationships.
- b) Responsible for supply shopping and ordering for programs while adhering to budget.
- c) Support recruitment, enrollment, and administration for leadership program camper registration.
- d) Document photographs and camper stories
- h) Contribute to accurate tracking of camper experiences and communications with campers and families.
- e) Track and maintain accurate systems for gift-in-kind donations.
- f) Assist in the recruitment, interviews, training of new and returning volunteers.

### 4. OUTREACH

- a) Reach out to and develop meaningful relationships with campers and their families on behalf of the organization.
- b) Promote programs to patients and families to recruit and support every child eligible to participate in In-Hospital, Community and Overnight Programs.
- c) Support families with the registration process.
- d) Foster relationships with medical staff and promote CAMPFIRE CIRCLE programs.
- e) Support medical staff engagement and appreciation at SickKids.
- f) Occasionally assist with speaking engagements on behalf of CAMPFIRE CIRCLE.
- g) Occasionally attend related community outreach events.

## ABOUT YOU

### QUALIFICATIONS

#### *Required Criteria:*

- a) Post-secondary education in related field or equivalent experience.
- b) Minimum two years of experience as a staff or volunteer working with children in a recreational setting.
- c) Experience with teen and leadership program facilitation.
- d) Personable and able to develop a positive rapport with people with a range experiences and backgrounds.
- e) Experience working with children and teens with physical, behavioural, and/or psychosocial needs.
- f) Experience organizing and leading wilderness expeditions.
- g) Comfortable working in a hospital setting with seriously ill children.
- h) Policy.
- i) Current CPR/First Aid Certification/Wilderness First Aid or willing & able to successfully take the certification (paid for by CAMPFIRE CIRCLE).
- j) Current Bronze Cross or willing & able to successfully take the certification (paid for by CAMPFIRE CIRCLE).
- k) A current G Class driver's license, and eligible to be insured under our Insurance
- l) In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require attestation of childhood vaccinations, updated Police Record with



Vulnerable Sector Screening, and proof of full vaccination against COVID-19 for all of our staff. We also require that all staff be currently eligible to work in Canada.

#### *Advantageous Criteria:*

- a) Bachelor of Education or related specialization.
- b) Experience working with volunteers.
- c) Experience working with a youth driven committee such as a “Youth Action Team”
- d) Experience creating or facilitating Virtual programming for children and teens
- e) Experience facilitating virtual meetings/programs.
- f) Demonstrated ability to work with families and an understanding of how illness impacts the entire family.
- g) NLS certification.
- h) Adventure Course Experience/ Certification (ACCT).
- i) Ontario Recreational Canoe Association Instructor.

#### **WORKING CONDITIONS**

- a) This position involves living onsite at our campsites in Muskoka and Waterford areas in the summer mid-June through August as well as approximately 5 Fall and Winter Weekends. [Arrangements are available to have one’s family and/or partner join the incumbent during these periods]
- b) Occasionally driving long distances, with overnight stays.
- c) Working a very flexible schedule.
- d) Regularly working in a hospital setting.
- e) Working in an open office setting.
- f) This position involves working in emotionally challenging environments and working with families in crisis.
- g) In consideration of the population CAMPFIRE CIRCLE serve, the incumbent is a non-smoker.

#### **COMPENSATION & BENEFITS**

This position offers a competitive annual salary range of \$44,000 to \$48,000, full benefits package, vacation, and professional development.

#### **APPLY**

Please send a cover letter, resume and expected salary to **careers@campfirecircle.org** with the email subject reading **2022012 – Coordinator, Leadership Program**.

*This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about CAMPFIRE CIRCLE, please visit [www.campfirecircle.org](http://www.campfirecircle.org) - No phone calls please.*

#### **ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION**



CAMPFIRE CIRCLE is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at [careers@campfirecircle.org](mailto:careers@campfirecircle.org) or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/about-campfire-circle/careers/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.

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CAMPFIRE CIRCLE is grateful for Indigenous communities' stewardship of the land that we occupy—including the traditional territory of many nations including the Anishnabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.