



# Manager, Operations

## 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 Manager, Operations to oversee the Operations Department administrative staff and functions with a focus on procurement and control of Operation's expense and revenue activities. As a part of this work, the Operations Manager will work with the Programs Department on the business development, scheduling and logistics related to the site rentals program.

The Manager, Operations reports to the Director, Operations, and manages the Operations Coordinator – Administration. Through their work on managing Campfire Circle's operations and rental program, the Manager will help us to achieve Camp's vision to:

- Provide the safest and most enriching year-round camp experience for children living with cancer; and,
- Provide kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

## KEY ACCOUNTABILITIES

- Develop a reliable revenue model through rentals at Campfire Circle.
- Manage the rental program including optimizing site use, updating rental group policies and procedures, liaising with rental groups, working with site staff on rentals, reporting monthly revenue projections of the rental program, and supporting the Operations Coordinator-Administration with record keeping of rental contracts, waivers invoices and evaluations.
- Evaluate rentals to ensure they are meeting the needs of our sites.
- Work with Legal and the Operations Coordinator – Administration to update, maintain and coordinate rental contracts and waivers.
- Lead the inventory management process with the support of the Facility Managers.
- Evaluate vendors through a structured vendor evaluation and selection process
- Work alongside the Director, Operations on annual contract negotiations with suppliers and service providers.
- Manage all major purchases or contracts through an RFP process.
- Support the Director, Operations with the development of the annual departmental strategic plan and collaborating on longer term strategic priorities.
- Support the Director, Operations with quarterly reporting and monthly budget variance reporting.
- Manage the Operations Coordinator - Administration and support the Coordinator's development, performance management, and goal setting.
- Work with the Program Directors on the recruitment, logistics and training of Rental Staff.



## ABOUT YOU

### QUALIFICATIONS

#### *Required Criteria:*

- a) Post-Secondary Education Required
- b) Background in business administration.
- c) Minimum of three years supervising staff.
- d) Minimum of three years of procurement or purchasing experience.
- e) Experience working in an institutional setting (camp, school, resort, hotel etc.)
- f) Minimum of three years' experience with customer service role (preferably in a sales capacity).
- g) Current police reference check and vulnerable sector screening
- h) Current driver's license and the ability to be covered by camp's insurance policy

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) Experience in a camp or resort setting.
- b) Standard First Aid / CPR C

### WORKING CONDITIONS

- a) Must be available to work weekends, holidays, and some evenings.
- b) Must have flexibility to work outside of established working hours when circumstances require.
- c) Must be available to work on-site during rentals.
- d) Must be & remain insurable under the organization's auto insurance policy.
- e) In consideration of the population we serve:
  - a. Must be a non-smoker
  - b. Must provide and maintain a clear vulnerable sector police check
  - c. Must satisfy medical requirements
- f) Must be willing to travel to occasional meetings or training sessions.

### COMPENSATION & BENEFITS

This position offers a competitive annual salary range of \$60,000 – \$70,000, full benefits package, vacation, and professional development.

### APPLY

Please send a cover letter, resume and expected salary to [careers@campfirecircle.org](mailto:careers@campfirecircle.org) with the email subject reading **2022022 – Manager, Operations.**



*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/>.



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.