



Director, Overnight Programs

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

Our programs are the core of what we do, and Campfire Circle is currently seeking a Director, Overnight Programs motivated to bring the joy of camp to our population. This position is accountable for the planning, management, implementation, supervision and evaluation of overnight camp programs and leadership programs. As a leader on the Programs team, the Director, Overnight Programs participates in collaborative strategic planning and budgeting initiatives and associated problem-solving.

The key accountabilities of this role are:

- Participate with the leadership team in the development, execution and monitoring of short- and long-term plans for overnight site programming to meet the strategic goals of the organization.
- Oversee and develop all year-round overnight camp programs with the goal of providing a safe, fun and engaging camp program that is accessible to all campers.
- Participate in evaluating the success of all year-round overnight camp programs, suggest areas for growth and implement changes to improve program quality and consistency.
- Oversee the recruitment, hiring, training and evaluation of overnight contract program staff.
- In collaboration with HR and the Volunteer Program Manager, oversee the program volunteer experience, including the training and management of volunteers on site during programs.
- Oversee the development and execution of the year-round Leadership Program with the Coordinator, Leadership Program.
- Support the on-site medical staff and co-manage the Summer Staff General Care Nurses.
- Work in partnership with the Sites and Facilities team to ensure coordination of effective site operations including maintenance, housekeeping, food service and outside rentals.
- Work closely with the Development team to support the execution of any on-site events and guest visits.
- Oversee communication with campers and families participating in overnight programs and leadership programs.
- Oversee behaviour management and support for campers, and ensure that policies and practices are integrated into staff and volunteer trainings and day to day guidance.
- Monitor and report on the achievement of program and operation plans and budgets.
- Ensure the safety and wellbeing of participants at programs, and oversee risk management and emergency polices, plans, and procedures to meet current and future programming needs.
- Coach, mentor, and develop staff, and lead their performance management and goal setting.
- Propose opportunities for the organization based on trends within the not-for-profit and volunteer sector as well as trends in the economy, camping, medical practices, child development, and programming for the camp's population.
- Ensure Camp meets industry standards most notably the Ontario Camps Association (OCA) and Children's Oncology Camping Association (COCA).



ABOUT YOU

QUALIFICATIONS

Required Criteria:

- Post-secondary education in related field such as social work or equivalent experience.
- 2-3 years of senior leadership experience in camping industry.
- Experience working with children with special needs.
- Experience overseeing volunteers.
- Strong oral and written communication skills.
- Comfortable presenting to large groups.
- Clear police reference check and vulnerable sector screening.
- Current G Class 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:

- Grief/crisis management experience
- Working with special needs/medically based population
- Member of Ontario Camping Association

WORKING CONDITIONS

- This position involves living residentially at our campsite in Muskoka in the Summer (June through August) as well as weekends in the fall and winter. (Arrangements are available to have one's immediate family and/or partner live on-site during these periods.)
- This position involves routine trips to any of our overnight sites to support the needs of our programs throughout the year.
- This position involves driving long distance in particular to and from overnight sites to visit and reside on-site as well as participate in community programs across Ontario occasionally.
- This position involves routine evening and weekend commitments throughout the year.
- This position involves working in hot and cold weather conditions.
- Successful passing of a relevant medical & immunization screening is also a requirement.
- In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.

COMPENSATION & BENEFITS

This position offers a competitive annual salary range of \$75,000 - \$85,000. In addition, Campfire Circle is invested in our staff's health, wellness and career growth and to support this we offer a comprehensive benefits package (premiums fully paid by the organization with the exception of Long Term Disability), a wellness benefit up to \$500 annually, paid vacation time plus a paid winter shutdown period up to eight days, flexible hybrid work arrangements and on-going professional development.



HOW TO APPLY

Please send a cover letter, resume and expected salary to **careers@campfirecircle.org** with the email subject reading **2022060 – Director, Overnight Programs.**

Don't meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification or requirement we encourage you to apply anyways. You may be just the right candidate!

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 - 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 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.