



Manager, Facilities Muskoka

ABOUT US

Campfire Circle 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 searching for a Manager, Facilities to lead the Sites & Facilities Team at our Muskoka site. The Manager, Facilities ensures our year-round camp facility in Muskoka is in quality condition, safely operated and maintained as such, in order to maximize their effective use by campers, renters, staff and volunteers involved in the organization's programs and services. These accountabilities help achieve Campfire Circle's vision of the following:

- a) To provide a safe and enriching year-round camp experience for children living with cancer, and
- b) To provide kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

Location: This role manages the facilities at Campfire Circle's Muskoka site.

The key accountabilities of this role are as follows:

1. Documentation & Planning:

- a) Support the staff with the tracking of scheduled building checks and inspections.
- b) Responsible for the tracking and development of the site's water and septic system records and annual reports in accordance with the Ministry of the Environment.
- c) Document the maintenance of equipment, inventories, manuals and warranties and the tracking of these assets within the WorxHub Maintenance Software and through other systems.
- d) Manage the maintenance and development of the site Worxhub.
- e) Work with management to update annually any training documents, policies, protocols and procedures.
- f) Track all quotes, invoicing, work orders and purchase orders and receipts.
- g) Write annual performance reviews for year round staff.
- h) Assists the Director, Operations in the research and development of the Campfire Circle Muskoka's annual budget and strategic plan.
- i) Assists the Director, Operations in implementing, monitoring and reporting on the achievement of the annual budget and strategic plan.

2. Management of Vendors:

- a) Responsible for vetting new vendors and the procurement of equipment and supplies.
- b) Develop and maintain positive relationships with suppliers and service providers.



- c) Supports Site Coordinator(s) in coordinating and overseeing vendor visits to the site.
- d) Manages documentation with respect to supplier relationships including estimates, purchase orders, work orders, WorxHub entries and 'declarations of goods received' records.
- e) Manages annual operating expense budget related to the site.
- f) Assists the Coordinator, Operations in processing supplier invoices.

3. Maintenance:

- a) Carries out hands-on site maintenance and housekeeping work as required.

4. Supports with Site Rentals & Off-Season Events:

- a) Assists Coordinator, Operations in creating and maintaining positive relationships with all renters and space users.
- b) Assists Coordinator, Operations and rental or event group leaders with operational support, i.e. housekeeping and maintenance.
- c) Works with events vendors and service providers supporting operationally as needed.
- d) Conducts pre- and post-rental site inspections and documents the results, following up as appropriate.
- e) Remains fully aware of documentation requirements with respect to renter relationships, and associated contracts, as an assist to the Coordinator, Operations

5. Supports of Programs, Staff, Volunteers:

- a) Work with the Camp Director to oversee the on-site interface between Operations staff and Programs staff during camp sessions.
- b) Supports in the execution of various volunteer engagement events.
- c) Shares with other staff in the provision of weekend services to individuals on site.
- d) Shares with other staff in the provision of 24-hour on-call services to individuals on site.

6. Reporting:

- a) Keeps his/her supervisor fully apprised of all key matters under his/her oversight, coordinating the necessary action with the supervisor.
- b) Meets weekly with the supervisor.

7. People Management

- a) Provide oversight and direction to staff in accordance with the department's strategic planning and annual objectives. Develop clear and concise guidelines to identify group projects and how to track progress.
- b) Manage weekly/bi weekly department meetings, identify areas of focus, and develop agenda, assign and follow-up on responsibilities and duties.
- c) Working with Human Resources, actively participate in the recruitment and selection process.
- d) Coach, mentor, and develop staff, including overseeing new employee onboarding and providing career development planning and training opportunities.
- e) Manage staff performance and development by maintaining regular check-ins, documenting and addressing achievements and areas of improvement. Lead the annual goal-setting performance review process.
- f) Consciously create successful employee relations within and outside your department that promotes positive workplace culture.
- g) Develop and promote a healthy and safe work environment and overall wellness culture.



ABOUT YOU

QUALIFICATIONS

Required Criteria

- a) Post-secondary school education required.
- b) 7-10 years of experience required in Operations related roles.
- c) Minimum 3 years of people management/supervisory experience.
- d) Clear police reference check and vulnerable sector screening
- e) Current driver's license and the ability to be covered by camp's insurance policy

Advantageous Criteria

- a) Operations/Facilities Management experience in a camp or resort environment.
- b) A strong understanding of the Ontario Building Code.
- c) Familiarity with industry standards applicable to the site; e.g. Ontario. Camps Association, Canadian Association of Pediatric Oncology Camps.
- d) Familiar with Ontario laws and regulations applicable to Campfire Circle Muskoka e.g. AODA, OHSA, HPPA, FPPA, MOEE.
- e) Small Drinking Water Systems Operator Certification.
- f) OHSA JH&SC Certified Member qualification.
- g) Current WHMIS, Standard First Aid, working at heights, and basic health & safety certifications (or readiness to obtain and maintain those certifications).
- h) Formal trade qualification in a related area.
- i) Ontario Pleasure Craft Operator Card.
- j) Standard First Aid with CPR C certification.

WORKING CONDITIONS

- a) Due to the nature of the work and responsibilities, reside no further than one hour's safe-driving distance from the facilities (Rosseau, Ontario).
- b) Some evening and weekend commitments (as required from time to time).
- c) Willingness to drive to Toronto and back regularly, as required.
- d) 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 \$70,000 - \$77,000. 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 **2023015 – Manager, Facilities.**



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/>.

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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.