



# In-Hospital Program Specialist - Toronto

## 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 currently seeking an In-Hospital Program Specialist to help bring the joy of Campfire Circle to the hospital setting. The In-Hospital Program Specialist is accountable for developing safe, fun and engaging camp-style programs that meet the needs of campers and families. This position works to provide an enriching year-round camp experience directly to children and families through hospital and community programs in Ontario. Campfire Circle provides hospital programming at The Hospital for Sick Children (SickKids) in Toronto and surrounding satellite hospitals, at McMaster Children's Hospital in Hamilton, and Children's Hospital at London Health Sciences Centre. **This role will be positioned in Toronto working primarily at Sick Kids Hospital.**

The key accountabilities of the role are:

### 1. Programming

- a) Create and facilitate safe, fun and engaging camp-style programs, both for individuals and groups in hospital waiting areas, play-rooms and bed-side.
- b) Support, coach and lead volunteers in achieving safe, fun and engaging programs that facilitate friendship and fun.
- c) Develop and maintain positive and supportive working relationships with Medical Staff and Child Life.
- d) Occasionally support overnight programs and day camps.
- e) Adhere to all programming and cleaning procedures while complying with hospital policies and procedures, including confidentiality, occupational health, and all protocols pertaining to COVID-19.

### 2. Administration

- a) Complete administrative tasks required in the planning, execution and follow up of programs.
- b) Document programs, photographs and camper stories and experiences to contribute to the program resources archive.
- c) Track and maintain accurate systems for gift-in-kind donations in collaboration with Development.
- d) Support volunteer recruitment, interviews, and training.

### 3. 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 in efforts to recruit and support every child eligible to participate in In-Hospital, Community and Overnight Programs.
- c) Foster relationships with medical staff and promote Campfire Circle programs.
- d) Support medical staff engagement and appreciation events.
- e) Occasionally assist with speaking engagements on behalf of Campfire Circle and attend related community outreach events.

## ABOUT YOU

### QUALIFICATIONS

#### *Required Criteria:*

- Post-secondary education or equivalent experience.
- Minimum two years of experience as a staff or volunteer in a camp and/or hospital environment, or working with children in a recreational setting.
- Experience facilitating group programs.
- Comfort working in a hospital setting with seriously ill children.
- Experience working with children with a variety of physical and developmental abilities.
- Current police reference check and vulnerable sector screening.
- 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:*

- Post-secondary education in a related field.
- Experience teaching skill-based activities including but not limited to music, arts and crafts, drama and magic.
- Experience supporting challenging behaviours.
- Demonstrated ability to work with families and an understanding of how illness impacts the entire family.
- Current G2 or G class driver's license and Insurable under our driving insurance policy.
- Proficiency and ability to communicate in a second language (i.e. Hindi, Urdu, Tamil, Cantonese, Mandarin, Bengali, etc.)
- Overnight or day camp experience.
- Experience working with a volunteer population.

### WORKING CONDITIONS

This role works within a flexible schedule including significant evenings and weekends. Occasional driving long distances with overnight stays will be required and working outside will be required depending on the program. This position involves working in emotionally challenging environments and working with families in crisis, support, resources and training are provided. It will primarily be set in the hospital setting. 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 \$42,000-\$46,000. 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](mailto:careers@campfirecircle.org) with the email subject reading **2023022– Specialist, IHP – Toronto**

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](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.