



## Maintenance Staff – Full Time Position

### 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 a Maintenance Staff to support our Sites & Facilities team at our Muskoka site. The Maintenance Staff is accountable for helping to maintain and keep clean the site for the health and well-being of our campers, volunteers, staff and visitors during the seasonal use of the facilities. These accountabilities achieve the Sites and Facilities team's vision to improve, preserve and strengthen all Campfire Circle sites to create an environment that will uphold and enhance the programs and services we provide. **This position will be based near Rosseau, ON.**

The key accountabilities of this role include:

- a) Perform housekeeping duties in a way that ensures a safe, healthy, and clean environment.
- b) Ensure the cleanliness and sanitation of our buildings, furnishings, and fixtures.
- c) Organize and replenish stock and supplies in housekeeping store rooms as needed.
- d) Process limited amounts of laundry.
- e) Remove trash and recycling to pick-up points.
- f) Protect equipment and make sure there are no inadequacies.
- g) Support full staff team with a full-camp clean and sanitize during session/rental changeovers.
- h) Demonstrate a positive and supportive attitude toward camp residents.
- i) Support the maintenance team on an ongoing basis with some light repair work.
- j) Support the Facilities Manager with the development of building checklists and workflow.
- k) Support the Housekeeping team to complete building checklists and follow cleaning schedules.
- l) Support year-round maintenance team with store room inventory and supply needs.
- m) Utilize the maintenance tracking software The WorxHub to add maintenance and facility repairs and requests.
- n) Contribute to, attend, and actively participate in staff training; and compliance with workplace safety protocols.

### ABOUT YOU

### QUALIFICATIONS

*Required Criteria:*

- a) Secondary School Diploma.
- b) Ability to work with a team and independently.
- c) Ability to exercise good judgement in setting and carrying out daily tasks.



- d) Open to receiving feedback.
- e) Comfortable performing physically demanding tasks.
- f) Comfortable working in a medically based environment.
- g) 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 and for Campfire Circle.

*Advantageous Criteria:*

- a) Housekeeping/Maintenance experience or experience working in a camp/resort-style setting.
- b) Experience working in a child-centred environment.
- c) Standard First Aid with CPR-C and AED qualification.

## WORKING CONDITIONS

- Position is based at the camp near Rosseau, ON.
- Working outside for long periods of time.
- Some evenings and weekend work is required.
- In consideration of the population we serve, the incumbent must:
  - a. Be a non-smoker,
  - b. Provide and maintain a clear vulnerable sector police check, and
  - c. Satisfy our medical requirements.
- Must be willing to travel to occasional meetings or training sessions.

## COMPENSATION & BENEFITS

This position offers a competitive annual salary of \$40,000. 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 **2023030 - Maintenance Staff (Muskoka)**.

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/work-at-campfire-circle/>, 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.