



Manager, Camp Life

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 Manager, Camp Life to join our incredible Overnight Programs team! The Manager, Camp Life is accountable for planning, implementing, and overseeing an inclusive, engaging, accessible, and camper-focused camp program and culture at Campfire Circle's overnight programs. As an expert in behaviour management and inclusive programming/accessibility, they act as camp life subject matter expert across the organization including developing and executing training for our year round staff, summer staff, and volunteers, as well as developing and leading the volunteer and camper support strategy at Muskoka.

Reporting to the Director, Overnight Programs in Muskoka, the Manager, Camp Life is supported by and manages a seasonal staff team of camp counsellors, volunteers, and section heads during our summer (June-August) and year-round weekend programming (4-8 weekends during the fall and winter season).

KEY ACCOUNTABILITIES

1. Planning:

- Participate with the Muskoka overnight camp management in the development, execution and monitoring of an inclusive, engaging, accessible and camper-focused overnight camp program and culture.
- Develop and ensure implementation of annual and long-range inclusion and accessibility plans and budgets consistent with the strategic goals of the organization.
- Support the Muskoka overnight camp management with planning, execution and communication of camper care support.
- Work with members of the leadership team to implement a risk management plan.

2. Training & Development:

- Responsible for development of training presentations, manuals, and resources for seasonal and year-round staff on the topics of inclusion and accessibility, accessible programming, mental health support/mental health first aid, behaviour management, and other related topics. Actively participate as a leader at onsite summer staff training and All Volunteer Community Day.
- Ensure the incorporation and alignment of the camp's values and traditions at our overnight sites.
- Collaborate with external organizations and resources to enhance the camp's accessibility and inclusion practices.
- Monitor and implement policies and procedures to ensure safety and well-being of all participants on site.



3. Camper & Family Support:

- Ensure the safety and wellbeing of each camper and family at Muskoka programs.
- Oversee behaviour management and support for campers and ensure that policies and practices are integrated into staff and volunteer training and day to day guidance.
- Develop and manage meaningful relationships with campers and families on behalf of the organization at all programs.
- Working closely with the Program Director's, to manage and guide camper care and individual camper behaviour support strategies and plans.
- Contribute to on-going communications with all Campers and families year-round.
- Communicate with Camper families regarding serious behaviour or mental health concerns related to their children, including providing detailed, compassionate feedback and further resources where applicable.

4. Staff Management and Volunteer Support:

- Working with Human Resources, actively participate in the recruitment and selection process for direct reports.
- Coach, mentor, and develop staff, including overseeing new employee onboarding and providing career development planning and training opportunities.
- Manage staff performance and development by maintaining regular check-ins, documenting and addressing achievements and areas of improvement. Lead the seasonal and/or annual goal-setting performance review process for direct reports.
- Consciously create successful employee relations within and outside the department that promotes positive workplace culture.
- Develop and promote a healthy and safe work environment and overall wellness culture.
- Collaborate with Volunteer Management Team throughout the year to support cultivation and development of Campfire Circle's volunteer population.
- Design and implement strategies to elevate the volunteer experience at camp. Oversee the training, supervision, coaching and management of volunteers on site during programs.
- Assists in planning staff training/pre-camp training and provides opportunities for staff development throughout the summer.
- During the summer months, will take the lead providing staff and volunteer support and engagement by implementing ongoing recreation, recognition, and training opportunities and events, mediating staff conflict, and assisting staff in obtaining outside support if necessary.

ABOUT YOU

QUALIFICATIONS

Required Criteria:

- Masters of Social Work, Bachelor's degree in Education, or Post-secondary education in related field, or related experience.
 - Therapeutic Crisis Intervention (TCI), Nonviolent Crisis Intervention (NVCI), or similar certification or training.
 - 3-5 years leadership experience in the camping industry.
 - Demonstrated ability to manage people, with at least 1 year of directly managing a team.
 - 3-5 years of experience working with children with complex needs.
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- Experience working with a volunteer population.
- An understanding of how childhood illness impacts the entire family.
- Experience coping with and supporting others coping with grief.
- Personable and able to develop a positive rapport with people with a range of experiences and backgrounds.
- Strong oral and written communication skills.
- Comfortable presenting to large groups and facilitating large group programs.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- CPR/First Aid Certification is required and will be provided if needed.
- Clear police reference check and vulnerable sector screening.
- Current G2 or G class driver's license and the ability to be covered by camp's insurance policy.
- The following are certifications that are advantageous and will be provided by Campfire Circle if the incumbent is interested in obtaining such certifications: Bronze Cross or NLS certification, ACCT Level 1 or 2 (ropes course)

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.

WORKING CONDITIONS

- a) This role is based at our Toronto office, with a hybrid structure requiring 2-3 days in the office per week from September-May.
- b) This position involves living at our campsite in Muskoka in the Summer (June through August) as well as some weekends in the fall and winter.
- c) For this role, accommodations are available for the successful candidate to have their partner/child(ren)/dog live with them while at camp if needed (pending ability to comply with our "dogs at camp" policy).
- d) This position works in a variety of work settings including but not limited to: remote, open office setting, and working outside for long periods of time in hot and cold weather conditions.
- e) This position requires routine evenings and weekend commitments, a flexible schedule, and routine long distance driving.
- f) This position involves working in emotionally challenging environments and working with families in crisis.
- g) 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 \$64,000 - \$70,000. In addition, Campfire Circle is invested in our staff's health, wellness, and career growth. As part of the total compensation package for this role, 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 **2023049 – Manager, Camp Life**.

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/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.

