



## Coordinator, Entertainment (12 month contract)

### 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 Coordinator, Entertainment to join our incredible Overnight Programs team! The Coordinator, Entertainment is accountable for planning, implementing, and overseeing an inclusive, exciting, and engaging program at Campfire Circle's Muskoka site. The accountabilities of this role will include camp themes, camp-wide programs, dining hall programming, campfires and evening activities. This role brings joy and excitement to everyday camp activities. This position will work with staff and volunteers to ensure successful camp experiences for campers, as well as to provide innovative and engaging camp program activities.

### KEY ACCOUNTABILITIES

#### 1. Program Planning & Facilitation:

- Plan and facilitate programs for overnight summer camp and weekends at camp in the fall and winter that are safe, engaging, and accessible.
- Facilitate camp meals and dining hall traditions to enhance the overall camp experience. This includes meal routines, camp songs, themes, skits, dances.
- Collaborate with fellow staff members to integrate entertainment activities seamlessly into the overall camp schedule. This includes session themes, camp-wide activities, dining hall programming and special events.
- Foster a supportive and inclusive atmosphere, where campers of all abilities feel comfortable participating in entertainment activities.
- Coordinate guest facilitators and specialty programs on site that enhance Campfire Circle's overnight programs.
- Responsible for developing and leading fall and winter weekend at camp programs
- Create innovative ways to provide inclusive and accessible programming.
- Create and maintain a positive and uplifting atmosphere at the camp.
- Maintain and organize program equipment and supplies to ensure they are functional, and readily available.
- Responsible for supply shopping and ordering while adhering to annual budget.
- Ensure that camp programs incorporate camp values and traditions.
- Support other specialty programming to the organization as needed.

#### 2. Volunteer & Summer Staff Support:

- Support, coach and lead volunteers and summer staff in achieving safe, fun and engaging programs that facilitate friendship and fun.
- Supervise seasonal staff and provide guidance, training, scheduling and support to them.



- Ensure that organizational policies are clearly implemented and adhered to.
- In collaboration with camp management team, support overall camp-life for staff, volunteers and campers on-site.

### **3. Communication & Administration:**

- Ensure incident report forms are completed and shared with camp leadership.
- Participate in risk management and Overnight Camp emergency procedures.
- Assist in facilitation and administrative tasks of trainings.
- Document programs to contribute to Campfire Circle's program resources.
- Be an on-site and support rental programs as needed.

## **ABOUT YOU**

### **QUALIFICATIONS**

#### *Required Criteria:*

- Post-secondary education in related field or equivalent experience.
- Experience supervising and supporting volunteers or large groups of people.
- Experience as a staff or volunteer in a hospital and/or camp environment, or working with children in a recreational setting.
- Can confidently play/teach several musical instruments as well as facilitate sing-alongs.
- Experience working with children with special needs.
- Experience facilitating group programs.
- Experience with setting up and using audio visual equipment and technology.
- Demonstrated ability to co-ordinate or lead people.
- Personable and able to develop a positive rapport with people with a range of experiences and professional backgrounds.
- CPR/First Aid Certification is required and will be provided if needed.
- Clear police reference check and vulnerable sector screening.
- Current driver's license and the ability to be covered by camp's insurance policy.
- Therapeutic Crisis Intervention (TCI), Nonviolent Crisis Intervention (NVC), or similar certification or training, an asset.

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 position is based out of our Toronto office from September-May, under a hybrid arrangement requiring presence in-office 2-3 days per week.
- b) This position involves living at our campsite in Muskoka in the Summer (June through August) as well as 4-8 weekends in the fall and winter.
- c) This position involves routine trips to any of our program sites to support programs throughout the year.
- d) This position involves driving long distance in particular to and from recruitment, outreach and



recognition events across Ontario.

- e) This position involves routine evening and weekend commitments and a flexible schedule.
- f) This position requires flexibility to work in an open office setting, outside for long periods of time and in hot and cold environments.
- 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 \$45,000 - \$50,000. 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 wellness benefit up to \$500 annually, paid vacation time plus a paid winter shutdown period up to eight days (if applicable during the contract period), flexible hybrid work arrangements, and on-going professional development.

For contracts of 12+ months we offer a comprehensive benefits package including health, dental, vision, life, AD&D and dependent life (with premiums fully paid by the organization).

## 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 **2023050 – Coordinator, Entertainment**.

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/>.



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.

