



Coordinator, Activities (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, Activities to join our incredible Sites & Facilities team and will support the success of programs, rentals, experiences and training at the Muskoka outdoor center during the off-season. This role brings joy and excitement to everyday camp activities. They will ensure any participants whether campers or rental groups have a positive experience with Campfire Circle, through engaging, innovative and inclusive programming. During the summer, this role will join the overnight program team as a supervisor of site activity staff.

KEY ACCOUNTABILITIES

1. Planning & Facilitation:

- Support with the preparation of each outdoor center program groups logistics and pre-planning, and work with the Site Management to understand the rental and programming needs for the event. (i.e. desired program outcomes, ability level of the group, accommodation requests and any accessibility needs etc.).
- Work closely with the Director, Site & Outdoor Centre on the growth and development of the off-season program at the Muskoka site.
- Alongside site management support with the facilitation of the rental program schedule of programs, and the planning of any special programs.
- Monitor and maintain outdoor center inventory/supplies, and report on needs for all camp programming and equipment needs. Work with year-round team to ensure all necessary supplies are re-stocked as required.
- In the summer, work alongside the Director, Overnight Program - Muskoka to plan and prepare for specialty and general activity areas.

2. Seasonal Staff Support:

- Act as an onsite team leader for seasonal staff outdoor center team (adventure, waterfront, program staff etc.).
- Support the recruitment, hiring and training of seasonal staff to meet the needs of outdoor programs.
- Train, coach, and monitor outdoor center staff performance to support staff in meeting performance expectations and ensure organizational objectives are met.
- Be a resource for seasonal staff in their planning adaptive programming, and delivery of their programs.
- Work with the seasonal team and other staff and volunteers in a professional manner to create a safe and comfortable stay for the rental group, as well as a positive, inclusive and supportive camp community.

- Identify staff/volunteer concerns as they arise and work with the Director, Site & Outdoor Centre and Director, Overnight Program regarding any recurring or unresolved issues.
- Assist seasonal staff in providing general support and supervision to campers and renters as required.

3. Overnight Seasonal Support:

- Lead the daily operations of the outdoor programs, teaching groups and sessions as required.
- Run specialty programming (Adventure and Waterfront) that is: safe, creative, challenging, accessible, experiential, ability and age appropriate, environmentally friendly, and fun. Support with additional camp programming in activity areas on an as needed basis.
- Work closely with Manager, Sites & Facilities on delivering planned rental experiences.
- Monitor the ongoing operations, and prioritize and measure the effectiveness of programs, experiences and initiatives with user groups.
- Develop and maintain positive working relationships with relevant industry associations and partners.
- During the summer, join the overnight program staff summer team as a supervisor of activities staff.
- Evaluate and assess safety and accessibility of rental programming and report on the achievement of off-season camp programs, themes, and camp wide program plans and goals.
- Provide renters with a client service approach that is approachable, professional and responsive.

4. Communication & Administration:

- Be an on-site point-of-contact for rental groups for program related details and to support them on an ongoing basis.
- Coordinate with the Director, Site & Outdoor Centre and Manager, Sites and Facilities for any outstanding rental paperwork.
- Ensure accident/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 on-site trainings.

5. Sites & Facilities Support:

- Support with post-program/event clean-up and site turnover.
- Support Sites & Facilities team with small maintenance projects.
- Facilitate and help program/facilities staff to clean program areas, cabins, common areas and the dining hall after each group departure.

6. Programming Area Preparation:

- Set up and prepare activities and activity areas in accordance with, but not limited to the standards of the camp, the guidelines of the Ontario Camps Association (OCA), and the organization's COVID protocols.
- Provide training to renters, campers, and staff/volunteers onsite regarding Adventure and Waterfront procedures and rules.
- Lifeguard recreational waterfront swimming and waterfront camp activities.
- Assist with swim/boat testing for all renters, campers, volunteers and staff.
- Participate in risk management within the program areas.



- Alongside the Director, Muskoka Programs and Director, Muskoka Site, lead waterfront emergencies and emergency procedures as well as participate in risk management and Overnight Camp emergency procedures.
- Follow safety procedures as trained and instructed and provide first aid and rescue as required.
- Adhere to cleaning procedures and logging as trained and directed.

ABOUT YOU

QUALIFICATIONS

Required Criteria:

- 3+ years as a staff or volunteer in an overnight camp environment and/or working with children in a recreational setting.
- 2-3 years in planning and facilitation of camp programs for large and small groups.
- 2-3 years facilitating and/or supervising adaptive programs to meet various physical or psychosocial needs.
- 2-3 years working with children with disabilities and/or additional physical, behavioural, and/or psychosocial needs as well as experience facilitating adaptive programming.
- Valid First Aid Certification for the duration of the contract or willing & able to successfully take the certification (paid for by Campfire Circle).
- Comfortable facilitating and speaking in front of large groups.
- Customer service oriented.
- Demonstrated ability to manage high risk activities.
- Demonstrate knowledgeable and skill in standards and procedures at Adventure and Waterfront areas in accordance with, but not limited to the standards of Campfire Circle, the guidelines of the Ontario Camps Association (OCA), and the ACCT guidelines.
- A current G or G2 class driver's license, and eligible to be insured under Campfire Circle Insurance Policy.
- Current police reference check and vulnerable sector screening
- NLS certification or willing & able to successfully complete the certification (paid for by Campfire Circle).
- Pleasure Craft Operator's License or willing & able to successfully complete the certification (paid for by Campfire Circle).
- ACCT (Association of Challenge Course Technology) Level 1 or Level 2
- Therapeutic Crisis Intervention (TCI), Nonviolent Crisis Intervention (NVC), or similar certification or training, an asset.

Advantageous Criteria:

- Lifesaving Society or Red Cross Swim Instructor Certification.
- Leadership role in overnight or day summer camp experience.
- Experience in outdoor education or adventure education.
- Demonstrated ability to work with children with serious illnesses and an understanding of how illness impacts the entire family.

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 requires living and working at the Campfire Circle Muskoka site for the summer season, and when groups are occupying the site in the off-season.
- b) When not working at the overnight site this role is hybrid work from home and will be required to attend work at the Toronto office 1-3 days per week depending on scheduling needs.
- c) This position involves routine trips to any of our program sites to support programs throughout the year.
- d) This position involves routine evening and weekend commitments and a flexible schedule.
- e) This position requires flexibility to work in an open office setting, outside for long periods of time and in hot and cold environments.
- f) 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. (premiums fully paid by the organization).

HOW TO APPLY

Please send a cover letter, resume and expected salary to careers@campfirecircle.org with the email subject reading **2023051 – Coordinator, Activities**.

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/>.

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.

