



# Manager, Overnight Programs (Rainbow Lake)

## 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, Overnight Programs to join our incredible Overnight Programs team! The Manager, Overnight Programs at Rainbow Lake will be accountable for development, delivery, and management of safe, fun and engaging camp-style programs that meet the needs of campers, families, staff, and volunteers at Overnight Camp Programs. This position works under the supervision of the Director, Overnight Programs (Rainbow Lake) to oversee all elements of year round overnight programs. They are a key leader in the planning, risk management, and facilitation of camp, as well as volunteer and camper support.

This role is supported by and manages a seasonal staff team of camp counselors, 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 Director, Overnight Program - RL in the development, execution and monitoring of short- and long-term plans for all overnight programming designed to meet the goals for strategic growth of the organization.
- Develop and ensure implementation of annual and long-range Overnight Program plans and budgets consistent with the strategic goals of the organization.
- Actively participate in the monitoring, reporting, and evaluation of program plans and budgets.

### 2. Overnight Camp Programming:

- Manage the development and delivery of safe, fun, accessible and engaging camp-style programs that meet the needs of campers and families year round including:
  - Summer Overnight Programs
  - Weekends at Camp
- Oversee scheduling, design and facilitation of programs and activities.
- Develops content for and leads training sessions for seasonal staff and volunteers.
- Responsible for development of programming manuals, and resources.
- Ensure overnight programs incorporate the camp's values and traditions.
- Responsible for program equipment and supply purchasing, inventory, maintenance and care.
- Work closely with Director in overseeing program risk management.
- Monitor and implement policies and procedures to ensure safety and well-being of all participants on site.





- Be on site to manage camp in absence of Director in the summer and for weekend camps throughout the year.
- Ensure all programs meets relevant accreditations and laws (including, but not limited to Ontario Camps Association, Public Health Regulations, AODA).
- Maintain all affiliation relationships for the program, including Ontario Recreational Canoe & Kayak Association (ORCKA), Challenges Unlimited Inc. (CUI), Adventureworks!, Red Cross, Lifesaving Society.
- Manage program merchandise ordering, inventory and distribution for campers, volunteers and guests.
- Maintain photo sharing database for overnight programs and document photographs and camper stories.
- Support communication with the Sites & Facilities team related to program, scheduling and dietary requirements.
- Work closely with the Sites & Facilities department to ensure the upkeep of the overnight facility.
- Support rental groups and programs onsite as needed.

### **3. Camper & Family Relationship Management:**

- Develop and manage meaningful relationships with campers and families on behalf of the organization at all programs.
- Working closely with Director, support camper family enrollments in an effort to optimize participation in programs.
- Working closely with Director, support and guide camper care and individual camper behaviour support strategies and plans.
- Contribute to on-going communications with campers and families.
- Communicate with families regarding media interviews and speaking engagements.
- Promote Campfire Circle programs to patients and families in efforts to recruit and support every child eligible to participate in camp programs.

### **4. People Management:**

- With the Director, Overnight Programs, responsible for recruitment, onboarding, training, development and assessment for seasonal staff and volunteers.
- Manage seasonal staff at summer camp program and weekends at camp.
- Support, coach and lead volunteers and seasonal staff in achieving safe, fun and engaging programs.
- Ensure that organizational policies are clearly implemented and adhered to.
- In collaboration with the camp management team, support overall camp-life for staff, volunteers and families on-site.
- Working with Human Resources, actively participate in the recruitment and selection process for volunteers and seasonal staff.
- 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.
- Consciously create successful employee relations within and outside your department that promotes positive workplace culture.
- Develop and promote a healthy and safe work environment and overall wellness culture.



## ABOUT YOU

### QUALIFICATIONS

#### *Required Criteria:*

- Post-secondary education in related field or 3+ years equivalent work-related experience.
- 3+ years leadership experience in the camping industry.
- Demonstrated ability to manage people.
- 3+ years of experience working with children with complex needs and considerations.
- Therapeutic Crisis Intervention (TCI), Nonviolent Crisis Intervention (NVC), or similar certification or training.
- Experience working with a volunteer population.
- Personable and able to develop a positive rapport with people with a range of experiences and professional 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 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 Waterford, ON in the Summer (June through August) as well as 4-8 weekends seasonally at either of our overnight camp sites.
- 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, 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

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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](mailto:careers@campfirecircle.org) with the email subject reading **2023052 – Manager, Overnight Programs (Rainbow Lake)**.

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.

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