



Coordinator, Overnight Program- Rainbow Lake

ABOUT

Campfire Circle (formerly Camp Ooch & Camp Trillium) 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, Overnight Program - Rainbow Lake who will report to the Director, Overnight Programs at Rainbow Lake and will work closely with the Manager, Overnight Programs. This role is accountable for planning, implementing, and overseeing an inclusive, exciting, and engaging program at Campfire Circle's Rainbow Lake site, including summer camp and weekend camps throughout the year. This role will also work closely with the Sites and Facilities team to support the success of rental onsite during the off-season.

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 for families.
- Facilitate camp meals and dining hall traditions to enhance the overall camp experience. This includes meal routines, camp songs, themes, skits, dances.
- Responsible for developing and leading fall and winter weekend camp program plans at Rainbow Lake.
- Create innovative ways to provide inclusive and accessible programming.
- Coordinate guest facilitators and specialty programs on site that enhance Campfire Circle's overnight programs.
- Maintain and organize program inventory and supplies.
- Responsible for program supply shopping and ordering while adhering to budget.
- Ensure that camp programs incorporate camp values and traditions.
- Ensure incident report forms are completed and shared with camp leadership.
- Participate in risk management and Overnight Camp emergency procedures.
- Document programs to contribute to Campfire Circle's program resources.

2. Volunteer & Staff Support:

- Support, coach and lead volunteers and seasonal staff in achieving safe, fun and engaging programs.
- Support Director and Manager of Overnight Programs at Rainbow Lake in the recruitment, hiring and training of seasonal program staff and volunteers.
- Supervise seasonal staff and provide guidance, training, scheduling, and support to them during programs.
- Support staff and volunteers in their planning of adaptive programming, and delivery of their 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.

3. Rental Programs:

- Support with the preparation of rental program groups logistics and pre-planning, and work with the Manager, Sites & Facilities 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.).
- Be on site to lead facilitation of the rental programs and specialty programs as needed.
- Work with the Sites & Facilities team, camp kitchen, and seasonal staff to create a safe and comfortable stay for the rental group.
- Monitor and maintain 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.

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.
- 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 and able to successfully complete the certification (paid for by Campfire Circle).
- ACCT (Association of Challenge Course Technology) Level 1 or Level 2 or willing and able to successfully complete the certification (paid for by Campfire Circle).
- 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 1-3 days per week.
- b) This position involves living at our campsite in Waterford, ON in the Summer (June through August) as well as significant at either camp site throughout the year including weekdays and weekends.
- c) This position involves driving long distance in particular to and from recruitment, outreach and recognition events across Ontario.
- 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 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 **2023053- Coordinator, Overnight Program**.

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.

