



Manager, In-Hospital & Community Programs - GTA

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, In-Hospital & Community Programs to join our dynamic Programs team! The Manager, In-Hospital & Community Programs is accountable for development, delivery and evaluation of all In-Hospital and Community programs in their assigned region. This role is responsible for programs, risk management, program partnerships, and works closely with peer level stakeholders at their assigned hospital to maintain relationships and collaborate on program delivery.

The Manager, In-Hospital & Community Programs is supported by and manages a team of, In-Hospital and Community staff and the Associate Manager, In-Hospital Programs (GTA).

KEY ACCOUNTABILITIES

1. Planning:

- Participate with the Director, In-Hospital & Community Programs in the development, execution, and monitoring of Campfire Circle's short- and long-term plans for all in-hospital and community programming in their assigned region, designed to meet the strategic growth goals of the organization.
- Develop and ensure implementation of annual and long-range program plans and budgets consistent with the strategic goals of the organization.
- Monitor and report on the achievement of program plans and budgets in their assigned region.

2. Program Management (Community Programs, In-Hospital Programs, and General Programs):

- Develop and manage all operations and logistics of community programs and day camp across your assigned region with the goal of providing a safe, fun, and engaging camp program that is accessible to all campers and families affected by serious illness.
- Manage a safe, fun, and engaging camp-style program in a hospital setting that meets the needs of patients receiving care in-hospital.
- Participate in evaluating the success of community and in-hospital programs, suggest areas of growth, and implement changes to improve the overall program.
- Oversee quarterly planning and scheduling of community programs to develop a comprehensive program calendar that meets the need in their assigned region.
- Manage and mitigate risk related to community programs and site usage.





- Manage external relationships with partnering organizations to collaborate in providing programs to children and families with serious illness.
- Manage patient and camper tracking to measure impact and identify opportunities for program growth and camper recruitment.
- Educate staff at hospitals about Campfire Circle program offerings, camper eligibility, and ways to get involved.
- Support in volunteer recruitment, screening, hiring, training, evaluation, and recognition in your assigned region.
- Be present on-site or available to support the needs of direct reports during programs.
- Support overnight programs as needed.

3. People Management:

- Provide oversight and direction to staff in accordance with the department's strategic planning and annual objectives. Develop clear and concise guidelines to identify group projects and how to track progress.
- Working with Human Resources, actively participate in the recruitment and selection process.
- 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 annual goal-setting review process.
- Develop and promote a healthy and safe work environment and overall wellness culture.
- Ensure staff are well trained on and effectively use organizational systems, processes, and tools for their respective areas of responsibility.

4. Outreach:

- Maintain and cultivate strong relationships with stakeholders at partnering medical centers.
- Assist in promoting camp programs to families, medical staff, psycho-social support staff, and other serious illness organizations and charities.
- Suggest and explore partnership opportunities that would benefit Campfire Circle.
- Support the organization's development team with camper and program information, program tours, and camper stories.
- Act as an ambassador for the organization.
- Assist in donor stewardship in your assigned region.

ABOUT YOU

QUALIFICATIONS

Required Criteria:

- Post-secondary degree in a related field, or equivalent experience.
 - 3-5 years of experience working with children with complex needs,
 - Demonstrated ability to manage people, with at least 1 year of directly managing a team,
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- 3–5 years as a staff or volunteer in a camp environment, or working with children in a recreational setting.
- 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.
- Experience facilitating group programs for children and teens.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- 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.

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 at our Toronto office, with a hybrid structure requiring 2-4 days in-person each week, either in office or at programs.
- b) This position works in a variety of work settings, including but not limited to remote, open office setting, the hospital, day camp, and occasionally working outside for long periods of time, specifically in the summer season.
- c) This position involves routine evening and weekend commitments and a flexible schedule, occasionally driving long distances, with overnight stays.
- d) This position involves working in emotionally challenging environments and working with families in crisis.
- e) 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 **2023054 – Manager, In-Hospital & Community Programs**.





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.

