



Associate Manager, In-Hospital 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 an Associate Manager, In-Hospital Programs – GTA to support our dynamic Programs team! The Associate Manager, Programs - GTA is accountable for development, delivery and evaluation of all In-Hospital 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 Associate Manager, In-Hospital Programs – GTA is supported by and manages a team of In-Hospital Program Specialists.

KEY ACCOUNTABILITIES

1. Program Management:

- Develop a comprehensive program schedule that facilitates intentional and innovative camp based programs in-hospital.
- Ensure high program quality at in-hospital programs and champion program innovation.
- Manage hospital specific training for program staff and volunteers, including all policies and procedures, including but not limited to confidentiality and occupational health.
- Be on-site or available to support the needs of direct reports during programs.
- Oversee Campfire Circle's in-hospital volunteer program at The Hospital for Sick Children, ensuring that all volunteers are trained and supported in a consistent manner and have a rewarding experience.
- Support in recruiting, screening, hiring, training, evaluating, and recognition of volunteers for the volunteer program and In-Hospital Summer Staff at SickKids.
- Actively participates in evaluating In-Hospital Programs.

2. Programming:

- Create and facilitate safe, fun, and engaging camp-style programs in a hospital setting that meet the needs of patients at the hospitals Campfire Circle serves, including group and individual play programs in waiting areas, play-rooms, and at the bed-side.
- Support and plan special events that occur at the hospital.
- Meet daily with the Child-Life teams at the hospital to collaborate on patient needs and share updates.
- Supports Overnight and Community 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.
- 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.
- 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.
- Support education and appreciation events for medical staff.
- Communicate with patient families regarding speaking engagements and presentations on behalf of Campfire Circle.
- Act as an ambassador for the organization.

ABOUT YOU

QUALIFICATIONS

Required Criteria:

- a) Post-secondary degree in a related field, or equivalent experience.
- b) 1–3 years experience working with children with a variety of physical and developmental abilities.
- c) Demonstrated ability to manage people.
- d) 2–3 years experience as a staff or volunteer in a camp environment, or working with children in a recreational setting.
- e) Experience working with a volunteer population.
- f) An understanding of how childhood illness impacts the entire family.
- g) Experience coping with and supporting others coping with grief.
- h) Experience facilitating group programs for children and teens.
- i) Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- j) Clear police reference check and vulnerable sector screening.
- k) 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) Working significant evenings and weekends.
- b) Working in various locations, including but not limited to, the hospital, the office, day camp and occasionally at our overnight sites.
- c) This role works in-person at The Hospital for Sick Children, and occasionally from Campfire Circle's downtown Toronto Office.
- d) Occasionally driving long distances, with overnight stays.
- e) Occasionally working outside for long periods, specifically in the summer season.
- f) 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

This position offers a competitive annual salary range of \$52,000 - \$58,000. 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 **2023055 – Associate Manager, In-Hospital Programs – GTA**.

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.

