



Coordinator, Volunteer Program – Outreach & Experience

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, Volunteer Program – Outreach & Experience is accountable for the continued development and coordination of the volunteer experience consistent with Camp's annual and long-term goals and objectives. Reporting to the Manager, Volunteer Programs, the Coordinator, Volunteer Program – Outreach & Experience will play a key role in fostering strong relationships with a dynamic community of volunteers.

Representing the Volunteer Support Team, this position also involves living onsite at our campsite in Muskoka (mid-June through August) to contribute to the onsite volunteer experience and offer supervision and support to volunteers.

KEY ACCOUNTABILITIES

1. Planning and Program Development/Assessment:

- Participate in the development and execution of Camp's short and long-term plans related to the Volunteer Program designed to meet the strategic goals of the organization.
- Support in the design and implement strategies to elevate the annual volunteer experience.
- Support the Manager, Volunteer Program with monitoring and reporting on the achievement of Volunteer Program plans and budgets.
- Participate in evaluating the success of the Volunteer Program, suggest areas for growth, and implement changes to improve the overall Program.

2. Volunteer Program Recruitment & Outreach:

- Actively collaborate on the recruitment and outreach of volunteers across Ontario including representing the organization at volunteer fairs, speaking engagements, community events, Camp events, etc.
- Support relationships with community organizations, schools, and other potential volunteer sources.
- Support the preparation for and execution of the volunteer recruitment and interview process.

3. Volunteer Experience & Recognition & Development:

- Coordinate planning and lead execution of annual volunteer appreciation events and socials.
- Support seasonal volunteer Social Coordinators; coordinate and attend onsite socials.
- Support the design and lead execution of onsite volunteer lounge experience.





- Support the design and execution of volunteer recognition activities and coordination and facilitation of professional development opportunities for volunteers.

4. Volunteer Support, Supervision & Training:

- In collaboration with overnight program management, support the supervision, coaching and management of volunteers' onsite during assigned programs.
- Support the facilitation of onsite volunteer meetings, trainings and debrief sessions.
- Responsible for the collection and distribution of volunteer evaluations "co-counsellor feedback".
- Work with the Manager, Volunteer Program and with overnight program leadership team to schedule formal and timely feedback to volunteers to acknowledge strengths, success and concerns.
- Support the coordination and execution of annual volunteer conferences and the on-going volunteer trainings in collaboration with the department volunteer managers.
- Attend key Camper & Volunteer Programs/Events to foster relationships with volunteer community

5. Volunteer Program Management & Administration:

- Communicate regularly with volunteers through email, phone and in person including preparation of content for seasonal communications ("volunteer newsletter") for all volunteers.
- Support the collection of all volunteer paperwork/ forms necessary for involvement i.e. waivers, certifications, police checks etc. and ensure proper tracking on volunteer management systems (i.e. CampSite, etc.).
- Ensure Volunteer Program follows relevant accreditations and laws (including but not limited to Ontario Camps Association, Children's Oncology Camping Association (COCAi), AODA, PIPEDA, Imagine Canada).

ABOUT YOU

QUALIFICATIONS

Required Criteria:

- Post-secondary education in related field or equivalent experience.
- 2-4 years' experience supervising and supporting volunteers or large groups of people.
- 2-4 years' experience with volunteer outreach and recruitment.
- Comfortable presenting to large groups.
- Personable and able to develop a positive rapport with people with a range of experiences and professional backgrounds.
- Knowledge of Diversity, Equity and Inclusion concepts and best practices.
- Strong oral and written communication skills.
- Strong administrative and computer skills.
- 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.

Advantageous Criteria:

- Experience in the camping industry.
- Experience working with children.
- Volunteer Management certification.

WORKING CONDITIONS

- a) This position involves living at our campsite in Muskoka in the Summer (June through August) as well as weekends in the fall and winter.
- b) This position is hybrid work from home and work from the office 2–4 days per week (September – mid June).
- c) This position involves routine trips to any of our program sites to support the needs of our volunteers throughout the year.
- d) This position involves travel (driving, train and/or flying) to and from recruitment, outreach and recognition events across Ontario.
- e) This position involves routine evening and weekend commitments and a flexible schedule.
- f) This position requires flexibility to work in an open office setting, outside for long periods of time and in hot and cold environments.
- 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 \$47,000 - \$52,000. 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 **2023057 - Coordinator, Volunteer 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/>.

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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.

