



Coordinator, Leadership Program

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

The Coordinator, Leadership Program is accountable for the development and facilitation of safe, fun and engaging Teen and Leadership programs. This position works to provide an enriching year-round camp experience directly to our campers through overnight camp programs, in the community across Ontario and through a virtual platform.

The key accountabilities of this role include, but are not limited to:

- **PLANNING:** Participate in the development, execution, and monitoring of short- and long-term plans for the leadership program. As well as monitor, evaluate, and report on the achievement of Leadership Program.
- **PROGRAMMING & FACILITATION:**
 - Teen and leadership program
 - Develop, facilitate, and oversee operations of all year-round Leadership Programs with the goal of providing a safe, fun, engaging Camp program that enhances character development and is accessible to all campers. This includes leadership programming at our summer camps, leading wilderness expeditions, teen and leadership programs across Ontario and virtually.
 - Develop and implement the High School Credit program and oversee all administrative aspects of the program facilitation and inspection.
 - Responsible for the risk management of Teen and Leadership community, overnight, and wilderness expeditions that operate throughout the year onsite and offsite Campfire Circle's properties, ensuring all programs are designed with safety measures in place to support an emotionally and physically safe experience.
 - Support, coach and lead volunteers in achieving safe, fun and engaging programs.
 - Lead recruitment and development of all adult and alumni programs and recreational/educational based initiatives in the community.
 - Oversee all communication and logistics and planning of Camper Graduation process.
 - Ensure programs meet relevant accreditations and laws (including but not limited to Ontario Camps Association, Canadian Association of Paediatric Oncology Camps, AODA, PIPEDA).

- In-Hospital and Community Programs
 - Work closely and collaboratively with Community Program team to create and facilitate safe, fun, and engaging camp-style programs that meet the needs of campers and families at Community Programs held virtually, in Toronto and across Ontario.
 - Create and facilitate safe, fun, and engaging camp-style programs in a hospital setting that meet the needs of patients receiving care at The Hospital for Sick Children. This includes programming on the in-patient, out-patient, bone marrow transplant units, and supporting the CCTV program.
 - Develop and maintain positive and supportive working relationships with Medical Staff and Child Life Support and collaborate with hospital volunteers for successful program delivery.
- **COMMUNICATION AND ADMINISTRATION:** Make arrangements and confirm all bookings, necessary permits, and/or contracts required for programs are approved and submitted on time for successful program delivery, maintaining positive vendor relationships and purchasing any supplies needed within budget requirements. Purchase supplies. Support the recruitment, enrollment, and administration for Leadership Program camper registration. Track camper experiences and communicate with campers and families.
- **OUTREACH:** Reach out to and develop meaningful relationships with campers and their families on behalf of the organization promoting programs to patients and families in efforts to recruit and support every child eligible to participate in In-Hospital, Community, and Overnight Programs. Support families with the registration process and foster relationships with medical staff promoting engagement and appreciation at SickKids. Occasionally assist with speaking engagements on behalf of Campfire Circle and attend related community outreach events.

ABOUT YOU

QUALIFICATIONS

Required Criteria:

- a) Minimum post-secondary education in related field or equivalent experience.
- b) Minimum two years of experience as a staff or volunteer working with children in a recreational setting.
- c) Experience with teen and leadership program facilitation.
- d) Personable and able to develop a positive rapport with people with a range of experiences and professional backgrounds.
- e) Experience working with children and teens with additional physical, behavioural, and/or psychosocial needs.
- f) Experience organizing and leading wilderness expeditions.
- g) Comfortable working in a hospital setting with seriously ill children.
- h) A current G Class driver's license, and eligible to be insured under our Insurance Policy.
- i) Current CPR/First Aid Certification/Wilderness First Aid or willing & able to successfully take the certification (paid for by Campfire Circle).
- j) Current Bronze Cross or willing & able to successfully take the certification (paid for by Campfire Circle).



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:

- a) Bachelor of Education or related specialization.
- b) Experience working with volunteers.
- c) Experience working with a “Youth Action Committee.”
- d) Experience creating or facilitating Virtual programming for children and teens.
- e) Knowledge of the Zoom platform.
- f) Demonstrated ability to work with families and an understanding of how illness impacts the entire family.
- g) NLS certification.
- h) Adventure Course Experience/ Certification (ACCT).
- i) ORCKA Canoe Instructor.

WORKING CONDITIONS

- a) This position involves living onsite at our overnight site in Muskoka in the summer mid-June through August as well as approximately 5 Fall and Winter weekends at camp.
- b) Routine driving long distances, with overnight stays.
- c) This position involves occasionally leading and facilitating wilderness expeditions which can involve canoeing, hiking, portaging, outdoor cooking and sleeping in tents.
- d) Working a very flexible schedule.
- e) Regularly working in a hospital setting.
- f) Working in an open office setting.
- g) This position may support rental groups if needed.
- h) This position involves working in emotionally challenging environments and working with families in crisis.
- i) This position works in an open office setting, working outside for long periods of time in hot and cold weather conditions, routine evenings and weekend commitments, with a flexible schedule.
- j) In consideration of the population Campfire Circle serve, 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 resume and expected salary to careers@campfirecircle.org with the email subject reading **2024022 – Coordinator, Leadership 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 Anishinaabeg, 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.