



## Manager, Site & Outdoor Centre (Muskoka)

### 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, Site & Outdoor Centre. As a member of the Campfire Circle Sites & Facilities Department, the Manager, Site & Outdoor Centre ensures the year-round camp facility is in quality condition, safely operated and maintained as such, in order to maximize their effective use by campers, renters, staff and volunteers involved in the organization's programs and services. These accountabilities help achieve Campfire Circle's vision of the following:

- a) To provide a safe and enriching year-round camp experience for children living with cancer and their families.
- b) To provide kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

The Manager, Site & Outdoor Centre is supported by and manages a team of Summer and Seasonal Contract Facilities Staff, and reports to the Director, Site & Outdoor Centre.

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

**Documentation, Planning & Reporting:** Support the staff with the tracking of scheduled building checks and inspections, tracking and development of the site's water and septic system records and annual reports in accordance with the Ministry of the Environment, leading the documenting of the maintenance of equipment, inventories, manuals and warranties and the tracking of these assets within the WorxHub Maintenance Software and through other systems, managing the maintenance and development of the site Worxhub, and working with management to update annually any training documents, policies, protocols and procedures.

**Management of Vendors:** Supports the Director with the vetting of new vendors and the procurement of equipment and supplies, develop and maintain positive relationships with suppliers and service providers, supports their staff in coordinating and overseeing vendor visits to the site, including holding them accountable and managing the work occurring on site, manages documentation with respect to supplier and vendor relationships including estimates, purchase orders, work orders, WorxHub entries and 'declarations of goods received' records, and assists in the processing of supplier invoices.

**People Management:** Provide oversight and direction to staff reports 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, support with weekly/bi-weekly department meetings, helping to identify areas of focus, and develop agenda, assign and follow-up on responsibilities and duties

specific to the physical plant operations, workflows, PM tasks and regulatory reporting, work with Human Resources to actively participate in the recruitment and selection process of the seasonal contract roles, coach, mentor, and develop staff, including overseeing new employee onboarding and providing career development planning and training opportunities, manage direct reports' performances and development by maintaining regular check-ins, documenting and addressing achievements and areas of improvement, consciously create successful employee relations within and outside your department that promotes positive workplace culture, and develop and promote a healthy and safe work environment and overall wellness culture.

**Maintenance:** Carries out hands-on site maintenance and housekeeping work as required.

**Outdoor Centre & Events Support:** Supports Director Site & Outdoor Centre as needed in the following: Maintaining positive relationships with all OC clients, assist Facilities staff and Outdoor Centre with operational support, i.e. housekeeping and maintenance, work with events vendors and service providers supporting operationally as needed.

The candidate may also perform other duties and responsibilities as assigned by their Manager or their designate.

## ABOUT YOU

### QUALIFICATIONS

#### *Required Criteria:*

- a) Post-secondary school education required.
- b) 7-10 years of experience required in Sites & Facilities related roles.
- c) Minimum 3 years of people management/supervisory experience.
- d) Clear police reference check and vulnerable sector screening
- e) Current driver's license and the ability to be covered by camp's insurance policy.
- f) Clear police reference check and vulnerable sector screening
- g) 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 that all staff must provide an attestation to having received their childhood vaccinations, and COVID-19 vaccination, and confirmation of a negative result in a two-step Tuberculosis ("TB") testing series. Seasonal boosters against Influenza and the most recent circulating strain of COVID are strongly encouraged. All staff must provide an updated Police Record with Vulnerable Sector Screening. We also require that all staff be currently eligible to work in Canada and for Campfire Circle.

#### *Advantageous Criteria:*

- a) Operations/Facilities Management experience in a camp or resort environment.
- b) A strong understanding of the Ontario Building Code.
- c) Familiarity with industry standards applicable to the site; e.g. Ontario. Camps Association, Canadian Association of Pediatric Oncology Camps.
- d) Familiar with Ontario laws and regulations applicable to Campfire Circle Muskoka e.g. AODA, OHSA, HPPA, FPPA, MOEE.

- e) Small Drinking Water Systems Operator Certification.
- f) OHSA JH&SC Certified Member qualification.
- g) Current WHMIS, Standard First Aid, working at heights, and basic health & safety certifications (or readiness to obtain and maintain those certifications).
- h) Formal trade qualification in a related area.
- i) Ontario Pleasure Craft Operator Card.
- j) Standard First Aid with CPR C certification.

## WORKING CONDITIONS

### Particular Working Conditions:

- Due to the nature of the work and responsibilities, reside no further than one hour's safe-driving distance from the facilities (Rosseau, Ontario).
- Some evening and weekend commitments (as required from time to time).
- Willingness to drive to Toronto and back regularly, as required.
- In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.

### Physical Requirements:

- Use maintenance, housekeeping, lubricant and finishing products (e.g. cleaners, paints, varnishes, thinners, grease, oil, gasoline, solvents, chemical compounds) in dry, liquid, powder, spray and aerosol forms;
- Operate motorized equipment (i.e. John Deere Gator, cars, tractors, SUVs, walk-behind snow blowers);
- Walk, stand, bend over, reach fully overhead, crouch, kneel, shovel snow, twist at waist, lay on back and stomach, and sit at a desk ;
- Maintain balance on sloped, cluttered and uneven surfaces;
- Lift a 66 lb. weight and carry it 200 feet;
- Climb ladders and work at 2 storey heights;
- Climb stairs and step into and out of vehicles;
- Operate power tools, including table, circular, reciprocating and chain saws;
- Do simple vehicle checks/refills; e.g. gas, lubricants, washer fluid;
- Work in narrow, confining and enclosed spaces;
- Work in conditions that include, or will create, dirt and dust;
- Work outdoors in Rosseau-area winter conditions.

## 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](mailto:careers@campfirecircle.org) with the email subject reading 2023026 – Manager, Site & Outdoor Centre.

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](http://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](mailto: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.