



Associate Manager, In-Hospital & Community Programs – Eastern Ontario

ABOUT US

Help Bring Back the Joy of Childhood

Since 1983, Campfire Circle has delivered healing through happiness to thousands of kids with cancer or serious illness and their families across Ontario. Our programs are offered in paediatric hospitals across Ontario, in local communities, and at our medically supported overnight camps, offering year-round experiences that provide life-changing moments of joy, connection, and resilience.

But we're just getting started. Today, over 40,000 kids in Ontario face serious illness, many without access to the psychosocial support they urgently need. That's why we have a bold vision: to grow from serving 3,000 campers a year to 10,000. We're building a passionate, talented team to help make that vision a reality. When you join Campfire Circle, you become an integral part of a dynamic team helping to transform the lives of thousands of kids with serious illness, alongside our dedicated community of volunteers and donors.

Help us give back the joy of childhood to every kid with serious illness who needs it most.

THE OPPORTUNITY

Reporting to the Director, In-Hospital & Community Programs, the Associate Manager, In-Hospital & Community Programs – Eastern Ontario is accountable for the development, delivery and evaluation of all Community and In-Hospital Programs in their assigned region. This role is responsible for programs, risk management, program partnerships, and works closely with peer level stakeholders to maintain relationships and collaborate on program delivery. **This role will be positioned in Ottawa working at the CHEO location.**

The Key Accountabilities for this role include, but are not limited to:

1. Program Management:

- a) Develop and manage all operations of community and in-hospital programs across the 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.
- b) Create and facilitate safe, fun, and engaging camp-style programs in a hospital and community setting that meets the needs of campers and families.
- c) Develop planning and scheduling of community programs each season to develop a comprehensive program calendar that meets the need and oversee day camp programs in their assigned region.
- d) Manage all aspects of community program operations; including logistics, risk mitigation, and site usage; ensuring contracts, permits, invoices, and space bookings are in place for safe and effective program delivery.
- e) Ensure high program quality and champion innovation by providing staff and volunteers with comprehensive training on community program policies and procedures.



- f) Participate in evaluating the success of Community and In-Hospital Programs, suggesting areas of growth, and implement changes to improve the overall program.
- g) Be on-site or available to support the needs of direct reports during programs.
- h) Support Overnight Programs as needed.

2. People Management:

- a) 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.
- b) Manage weekly/bi-weekly team meetings, identify areas of focus, and develop agenda, assign and follow-up on responsibilities and duties.
- c) Working with Human Resources, actively participate in the recruitment and selection process.
- d) Coach, mentor, and develop staff, including overseeing new employee onboarding and providing career development planning and training opportunities.
- e) Manage staff performance and development by maintaining regular check-ins, documenting and addressing achievements and areas of improvement.
- f) Consciously create successful employee relations within and outside your department that promotes positive workplace culture.
- g) Develop and promote a healthy and safe work environment and overall wellness culture.
- h) Ensure staff are well trained on and effectively use organizational systems, processes, and tools for their respective areas of responsibility.
- i) Manage hospital specific training for program staff, including all policies and procedures.

3. Outreach:

- a) Maintain and cultivate strong relationships with partnering organizations to collaborate in providing programs to children and families with serious illness.
- b) Support in volunteer recruitment, screening, hiring, training, evaluation, and recognition in the assigned region.
- c) Assist direct reports in promoting camp programs to ensure effective recruitment of all families eligible for camp programs.
- d) Suggest and explore partnership opportunities that would benefit Campfire Circle.
- e) Assist in donor stewardship in your assigned region.
- f) Communicate with patient families regarding speaking engagements and presentations on behalf of Campfire Circle.
- g) Act as an ambassador for the organization.

4. Planning:

- a) Participate in the development, execution, evaluation, and monitoring of Campfire Circle's short- and long-term plans for Community and In-Hospital programming in their region, designed to meet the strategic growth goals of the organization.
- b) Develop and ensure implementation of annual and long-range program plans and budgets consistent with the strategic goals of the organization.

ABOUT YOU

- 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) Proof of Hepatitis B and Pertussis vaccinations.
- j) Proof of two doses of the COVID-19 vaccination.
- k) Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- l) Proficiency in the english language.
- m) Proficiency in the French language is advantageous.
- n) Proficiency in other languages is advantageous.
- o) Access to a car for job-related duties
- p) Clear police reference check and vulnerable sector screening
- q) Current G2 or G class driver's license and the ability to be covered by camp's insurance policy.

To support our commitment to a safe, caring environment for children with serious illnesses and their families, all staff must attest to having received their childhood vaccinations and confirm 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 criminal record check or Vulnerable Sector Screening and be currently eligible to work in Canada and for Campfire Circle.

WORKING CONDITIONS

This role works in various locations, including but not limited to, the hospital, the office, day camp and occasionally at our overnight sites. Working a flexible schedule with significant evenings and weekends will be a requirement of this role. This position involves occasionally driving long distances, with overnight stays, and occasionally working outside for long periods, specifically in the summer season. This position requires travel on occasion to the Toronto Office for team meetings, and to overnight camp sites located in Muskoka and Waterford. This position involves working in emotionally challenging environments and working with families in crisis. In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.

COMPENSATION & BENEFITS

This position offers a competitive hiring range of \$61,500 - \$65,000. 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, with premiums fully paid by the organization with the exception of Long Term Disability, including \$4,000 annually for mental health practitioners, a wellness benefit up to \$500 annually, an accelerated RRSP matching program up to 5% of base salary, 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 salary expectations to careers@campfirecircle.org with the email subject reading **2025069 – Associate Manager, In-Hospital & Community Programs – Eastern Ontario**.

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 deeply committed to fostering a diverse and inclusive workforce that reflects the rich diversity of the communities we serve. We welcome applications from racialized persons/persons of colour, Indigenous People from North America and around the world, persons with disabilities, 2SLGBTQIA+ individuals, and those who bring diverse perspectives and experiences. Our commitment is to provide equitable employment opportunities to all and to maintain a work environment 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/>.

LAND ACKNOWLEDGEMENT

Campfire Circle acknowledges that we operate on the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples, and is now home to many diverse First Nations, Inuit and Métis peoples.

On this land, we are grateful to share the magic of camp with children and families, and we endeavour to create a community of joy, hope and healing. Acknowledging the land that we occupy is just one small step on the path towards Truth and Reconciliation.