

Manager, Facilities (Muskoka)

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.

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

Campfire Circle is currently seeking a Manager, Facilities at our Muskoka location. As a member of the Campfire Circle Sites & Facilities Department, the Manager, Facilities 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.

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

The key accountabilities of the role are:

1. Documentation, Planning & Reporting:

- Support management with the development, implementation and tracking of the annual Sites Business Plan, including site and staffing plans and capital budgets.
- Responsible for the tracking and development of the site's water and septic system records and annual reports in accordance with the Ministry of the Environment as well as all regulatory compliance, legislation and accreditation standards of governing and regulatory bodies.
- Manage documentation for equipment, inventories, manuals, warranties, financial documents, and maintain records in WorxHub, Blackbaud, and other systems.

2. Maintenance:

- Oversee site maintenance utilizing preventative and predictive maintenance tools and tracking.
- Manage and ensure timely completion of maintenance tasks.
- Conducts pre- and post-program site inspections and documents the results and follow up.
- Perform hands-on maintenance and housekeeping duties as required.

3. People Management:

- Oversee workload, priorities, and resources to achieve department strategic planning and annual key initiatives while supporting team effectiveness and work-life balance
- Lead, coach, and develop staff through regular feedback, performance conversations, and targeted learning and development plans
- Foster a positive, inclusive, collaborative and engaged team culture that prioritizes well-being and psychological safety

4. Vendor Management:

- Supports the vetting of new vendors and the procurement of equipment and supplies.
- Develop and maintain positive relationships with suppliers and service providers.
- Coordinate and oversee vendor visits and on-site work.
- Manages documentation with respect to supplier and vendor relationships including estimates, purchase orders, work orders, WorxHub entries and “declarations of goods received” records.

5. Outdoor Centre, Program, and Events Support:

- Collaborate with the Director, Outdoor Centre & Sites and the Director, Overnight Programs on a regular basis to ensure preparation of facilities for programming needs.
- Facilitate continuous feedback between overnight camp management and site team.
- Assists management in creating and maintaining positive relationships with all space users; serve as onsite point of contact as assigned.
- Assists management, rental or event group leaders, vendors and service providers, with group logistics, planning, documentation and event execution.

6. Perform other duties and responsibilities as assigned by their Manager or their designate.

ABOUT YOU

Required Criteria

- Post-secondary school education required, or equivalent experience.
- 5 - 7 years of experience required in facility maintenance related roles.
- Minimum 3 years of people management/supervisory experience.
- A strong understanding of the Ontario Building Code.
- Familiar with Ontario laws and regulations applicable to outdoor recreation facilities e.g. AODA, OHSA, HPPA, FPPA, MOEE.
- Clear vulnerable sector check and be currently eligible to work in Canada and for Campfire Circle.
- Current G2 or G class driver's license and the ability to be covered by camp's insurance policy

Advantageous Criteria

- Operations/Facilities Management experience in a camp or resort environment.
- Familiarity with industry standards applicable to the site; e.g. Ontario. Camps Association, Canadian Association of Pediatric Oncology Camps.
- Small Drinking Water Systems Operator Certification.
- OHSA JHSC Certified Member qualification.
- Current WHMIS, Standard First Aid, working at heights, and basic health & safety certifications (or readiness to obtain and maintain those certifications).
- Chainsaw Operator Safety Training.
- Formal trade qualification in a related area.
- Ontario Pleasure Craft Operator Card.

To support our commitment to a safe environment for children with serious illnesses and their families, all staff must attest to receiving their childhood vaccinations and complete a tuberculosis (TB) clearance.

WORKING CONDITIONS

Particular Working Conditions

- a) Due to the nature of the work and responsibilities, reside no further than one hour's safe-driving distance from the facility (Rosseau, Ontario).
- b) Shared responsibility of weekend services to individuals on site.
- c) Shares responsibility of 24-hour on-call services to individuals on site.
- d) Willingness to drive to Toronto and back regularly, as required.
- e) Work in narrow, confine and enclosed spaces.
- f) Work in conditions that include, or will create, dirt and dust.
- g) Work outdoors through all seasons and weather conditions.
- h) In consideration of the population Campfire Circle serves, the incumbent is a non-smoker

Physical Requirements

- a) 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;
- b) Operate motorized equipment (i.e. John Deere Gator, cars, tractors, SUVs, walk-behind snow blowers);
- c) Walk, stand, bend over, reach fully overhead, crouch, kneel, shovel snow, twist at waist, lay on back and stomach, and sit at a desk ;
- d) Maintain balance on sloped, cluttered and uneven surfaces;
- e) Lift a 66 lb. weight and carry it 200 feet;
- f) Climb ladders and work at 2 storey heights;
- g) Climb stairs and step into and out of vehicles;
- h) Operate power tools, including table, circular, reciprocating and chain saws;
- i) Do simple vehicle checks/refills; e.g. gas, lubricants, washer fluid;

COMPENSATION & BENEFITS

This position is for an existing vacancy and offers a competitive hiring range of **\$75,500 - \$82,000**. Campfire Circle is invested in our staff's health, wellness and career growth. We offer a comprehensive benefits package, with premiums fully paid by the organization (except LTD), including \$4,000 annually for mental health, a \$500 annual wellness, RRSP matching program up to 5% of base salary, paid vacation time plus a paid winter shutdown, 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 **2026049 – Manager, Facilities (Muskoka)**.

Don't meet every single requirement in this posting? Studies have shown that people of colour and individuals who are female identifying, 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!



All tools may be utilized at any stage of recruitment for this role. 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 during the recruitment process 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. 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.