JOB POSTING

Head of Waterfront Program
Muskoka and Rainbow Lake

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 at no cost.

And 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 by 2030. 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.

At Campfire Circle, we are committed to making employment accessible by reducing financial barriers for our summer staff. All required training and certifications for your role are reimbursable, in accordance with the terms of employment. Based on identified need, we may also assist with additional job-related costs such as loaning camping equipment, outdoor clothing or gear, and coordinating transportation options. If you require assistance to help make your employment with Campfire Circle more accessible, please let your manager or HR know after you are hired and before your start date.

THE OPPORTUNITY

Do our values of care, community, inclusion, sustainability, and integrity resonate with you? And do you have a desire to join a collaborative, supportive staff team where you'll make lifelong connections and develop skills that will support your success in your future chosen career path? If so, we encourage you to apply through our online **Campfire Circle Summer Staff Application Form - 2027**.

We are searching for a Head of Waterfront Program to join our Summer Staff Team in 2027. This posting is for an existing vacancy for the upcoming summer season.

This role is accountable for overseeing waterfront program areas along with leading a team of Waterfront Program Staff to provide a safe and engaging program for caregivers and campers ages 0 to 18 at our Rainbow Lake overnight site or campers ages 6-18 at our Muskoka overnight site.

Other duties include planning, training, and coordinating waterfront emergency procedures. In addition, the Head of Waterfront Program is responsible for supporting volunteer instructors (Muskoka site

specific) and overseeing the safety of all waterfront activities including swimming, paddle boarding, canoeing and kayaking, and sailing (Rainbow Lake site specific) with support of waterfront activity instructors. Additionally, the Head of Waterfront Program will work collaboratively with the Head of Pool Program (Rainbow Lake site specific) to lead and coordinate the Waterfront Staff Team.

Muskoka
Start Date: June 21st, 2027
End Date: August 31st, 2027

Rainbow Lake
Start Date: June 19th, 2027
End Date: August 31st, 2027

Rate: $7,200 (for the full contract)
In-person and/or virtual training dates may occur prior to this date and are included in your full contract rate

Key Accountabilities:

1. **Programming & Facilitation:**
   - **a)** Development, instruction and supervision of Waterfront programs in a lake environment that are: safe, creative, accessible, and fun.
   - **b)** Lifeguard recreational and facilitate waterfront activities: Canoe, Kayak, Paddleboard, Swimming and Sailing (Rainbow Lake site specific).
   - **c)** Work with Overnight Programs Manager to adapt and adjust curriculum and activities from session to session based on feedback and experiences.
   - **d)** Set up and prepare activities and activity areas in accordance with, but not limited to the standards of the camp, and the guidelines of the Ontario Camps Association (OCA).
   - **e)** Ensure that camp programs incorporate camp values and traditions.
   - **f)** Support the planning, prepping, and execution of camp wide programs, theme, and other activities.

2. **Lifeguarding & Waterfront Safety:**
   - **a)** Oversee risk management of all waterfront activities as well as emergency procedures.
   - **b)** Lead, train and coach summer staff and volunteer team in waterfront emergencies as well as participate in risk management and site emergency procedures.
   - **c)** Demonstrate knowledgeable and skill in standards and procedures at all waterfront areas in accordance with, but not limited to the standards of Campfire Circle, the guidelines of the Ontario Camps Association (OCA).
   - **d)** Demonstrates strong skill level in lifeguarding standards, practicing preventative guarding.
   - **e)** Follow safety procedures as trained and instructed and provide first aid and water rescue as required.
   - **f)** Lead and coordinate swim testing for all campers, staff and volunteers.

3. **Volunteer & Camper Support:**
   - **a)** Collaborate with medical team, Camp Management, and Camper Support/Family Guide Staff to ensure program and activities meet the considerations and needs of each participant.
   - **b)** Assist in facilitation of on-site volunteer training.
   - **c)** Support, coach, and lead volunteers participating in safe, fun, and engaging programs.
   - **d)** Provides camper support in collaboration with volunteers, Family Guides/Camper Support Staff during periods when not leading program activities as needed.
   - **e)** Support with summer bus programs and bus chaperoning as needed.

4. **Supervision & Management:**
   - **a)** Supervising, directing, and overseeing the instruction and experience of all participants (campers, families, and staff) in the pool area.
   - **b)** In collaboration with Camp Director, Managers, and Head of Pool Program (Rainbow Lake site specific) supervise the Waterfront Program team (Swim, Canoe, Kayak & Paddleboard, and Sail Program Instructors), including coaching, mentorship, and program development.
   - **c)** Identify and communicate with Camp Directors and Managers to address feedback and performance evaluation needs for Waterfront Instructors.
   - **d)** Coordinate staff lifeguard schedule for facilitation and time off.
   - **e)** Oversee and monitor program curriculum planning and development to maintain program standards during growth.

5. **Communication & Administration:**
   - **a)** Tracking and documenting camper and volunteer swim test results.
   - **b)** Evaluate and assess safety of the waterfront and ensure camp waterfront procedures and activities are in line with the OCA standards.
   - **c)** Communicate Swim Program Area needs and concerns to the Camp Director and Managers.
   - **d)** Report on the achievement of site-specific program plans and Swim Program plans.
   - **e)** Ensure that incident report forms for program area are completed in a timely manner.
   - **f)** Produce an End of Summer Report capturing daily procedures, reflections on the summer and notes for future staff members in this role.

6. **Leadership & Community:**
   - **a)** Help build and maintain a positive, inclusive, and supportive camp community, ensuring that lines of communication are accessible, open and positive and acting as a role model within the camp community.
   - **b)** Identify staff/volunteer concerns as they arise and alert Camp Directors of recurring or unresolved issues.

ABOUT YOU

In accordance with our mandate of creating a caring and safe environment for children with serious illnesses and their families, we require an attestation of childhood vaccinations, a tuberculosis (TB) clearance, and a clear vulnerable sector check. Seasonal boosters against Influenza and the most recent circulating strain of COVID are strongly encouraged. Additionally, all our staff are required to be currently eligible to work in Canada and for Campfire Circle.

Our Campfire Circle summer staff bring boundless enthusiasm, a can-do attitude, and a commitment to creating unforgettable and meaningful experiences for campers and their families. Come join the Circle!

QUALIFICATIONS

Required Criteria:

b) Experience as a staff or volunteer in a camp environment and/or working with children in a recreational setting.
b) Experience supporting and adapting programs for children with serious illnesses and diverse physical, behavioural, and psychosocial needs.
b) Experience facilitating waterfront/pool programming and management of waterfront/pool activities and lifeguard teams.
b) Demonstrated ability to manage high risk activities.
b) NL certification or willing and able to successfully complete the certification (paid for by Campfire Circle).
b) Pleasure Craft Operator's License or willing & able to successfully complete the certification (paid for by Campfire Circle).
b) Clear vulnerable sector check and be currently eligible to work in Canada and for Campfire Circle.
b) **All members of the summer staff team must be at least 19 years of age by the start date of their contract.**

Advantageous Criteria:

a) Overnight summer camp experience.
b) Experience in education, recreation or camp program leadership roles.
c) Lifesaving Society or Red Cross Swim Instructor Certification.
d) ORCKA Basic Canoe Instructor, Camp Canoe Instructor Basic Kayak Instructor, Camp Kayak Instructor or Stand-Up Paddling Instructor Certification, CANSail Instructor Certification.
e) Demonstrated commitment to volunteerism or volunteer sector.
f) Current G2 or G Ontario class driver's license, or equivalent, and the ability to be covered by camp's insurance policy.

Particular Working Conditions:

a) This position requires living at the Muskoka or Rainbow Lake campsite for the duration of the contract – room and board, which will be shared communal accommodations, are provided. Routine evenings and weekend commitments are required.
b) In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.
c) Adhering to staff policies and code of conduct while residing on site during the contract period.

HOW TO APPLY

Qualified applicants are encouraged to apply through our online **Campfire Circle Summer Staff Application Form - 2027**.

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!

AI 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.

HEALTH & WELLNESS

Campfire Circle acknowledges that the overall health and wellness of you and your family are important; for this reason, we offer an employee assistance program accessible to all our summer staff team members.

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/.

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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.
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