JOB POSTING

Summer Facilities Staff
Rainbow Lake and 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 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 Summer Facilities Staff 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 supporting the day-to-day maintenance and upkeep of camp buildings, grounds and shared spaces to ensure a safe, clean, and well-maintained site.

Start Date: June 1, 2027
End Date: August 31, 2027
Rate: $21.25/hour
In-person and/or virtual training dates may occur prior to this date

Key Accountabilities:

1. **Maintenance :**
    a) Perform routine indoor and outdoor maintenance and minor repairs to buildings, equipment, and infrastructure
    b) Maintain camp grounds including pathways, outdoor spaces, and common areas
    c) Collect, sort, and transport waste, recycling, and compost to designated pick-up locations
    d) Safely operate and maintain tools, vehicles, and equipment required for facilities work
    e) Maintain an organized and safe maintenance shop and storage areas
    f) Assist with preventative maintenance tasks and report maintenance issues or hazards promptly
    g) Support set-up, take-down, and maintenance of camp program spaces and special events
    h) Assist with maintaining building systems such as plumbing, electrical, septic, and water systems under supervision

2. **Housekeeping Duties:**
    a) Maintain cleanliness and sanitation of buildings, washrooms, program spaces, and common areas
    b) Clean and sanitize furnishings, fixtures, and high-touch surfaces
    c) Restock cleaning supplies and materials in housekeeping and storage areas
    d) Perform laundry duties for linens and camp supplies as required
    e) Support full-camp cleaning and sanitizing during camper session changeovers
    f) Assist with maintaining safe and welcoming spaces for campers, families, and staff
    g) Complete digital housekeeping checklists in Worx Hub to ensure accountability

3. **Administration Duties:**
    a) Complete daily building checks and follow established cleaning and maintenance schedules
    b) Use Worx Hub, the camp's computerized maintenance management system (CMMS), to receive daily assignments and work orders, and to submit maintenance requests
    c) Assist with inventory tracking of maintenance and housekeeping supplies
    d) Attend and actively participate in staff training and team meetings
    e) Follow all workplace health and safety procedures and camp policies
    f) Report maintenance issues, hazards, or facility concerns to supervisors in a timely manner
    g) Provide general operational support to the camp team as needed

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:

a) Ability to work both independently and as part of a team
b) Strong judgement and ability to prioritize and carry out daily tasks
c) Ability to perform physically demanding work
d) Comfortable working in a fast-paced, energetic environment
e) Familiarity with, or willingness to learn about building, electrical, plumbing, and septic systems
f) Aptitude for safely operating tools, vehicles, and equipment
g) Demonstrated service-oriented mindset with a positive and supportive approach
h) Comfortable working in a medically based environment
i) Clear vulnerable sector check and be currently eligible to work in Canada and for Campfire Circle.
j) **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) Facilities, maintenance, and/or housekeeping experience or experience working in a camp/resort style setting
b) Valid Intermediate First Aid (Formerly Standard First Aid & CPR-C) certification for duration of the contract or willing and able to successfully take the certification (paid for by Campfire Circle).
c) 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) Working outside for long periods of time.
b) Frequent evenings and weekend work is required.
c) In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.

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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