JOB POSTING

Summer Program Coordinator

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 a Summer Program Coordinator 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 working with the summer staff team and sessional volunteers to provide our campers for campers aged 6-18 with a valuable camp experience. They will coordinate the accessible and inclusive camp-wide programs during each session, which includes themes, choice programming, dining hall programming, and evening activities. They will work with staff and volunteers to ensure the delivery of inclusive, accessible and creative camp programs.

Start Date: May 31st, 2027
End Date: August 31st, 2027
Rate: $9,170 (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 & Facilitating:**
   - **a)** Collaborate with staff and volunteers to lead, plan, and facilitate camp style programs for campers aged 6-18. Ensure programs are safe, creative, accessible, and fun. This includes all camp-wide programs.
   - **b)** Coordinate dining hall programming during camp meals, including mealtime routines, hosting meals, introducing themes, skits, songs and dances.
   - **c)** Update and prepare program plans for summer and for future program use.
   - **d)** Adapt and adjust program activities from session to session based on feedback and experiences.
   - **e)** Set up and prepare activities and activity areas in accordance with, but not limited to the standards of the camp, the guidelines of the Ontario Camps Association (OCA), and the organization's protocols.
   - **f)** Ensure that camp programs incorporate camp values and traditions.

2. **Volunteer & Camper Support:**
   - **a)** Participate in risk management and Overnight Camp emergency procedures.
   - **b)** Collaborate with medical team, Overnight Director and Managers, and Program Heads to ensure programs, games, and themes meet the considerations and needs of each participant.
   - **c)** Assist in facilitation and administrative tasks of on-site volunteer training.
   - **d)** Assist summer staff volunteers in providing general support and supervision to campers as needed.

3. **Communication & Administration:**
   - **a)** Evaluate and assess safety of camp programming and report on the achievement of overnight camp program, themes and camp wide program plans and goals.
   - **b)** In conjunction with the Overnight and Leadership Program Manager support with creating the sessional schedules.
   - **c)** Support in camp office when the Summer Office Manager is absent.
   - **d)** Ensure incident report forms are completed in a timely manner.
   - **e)** Produce an End of Summer Report capturing daily procedures, reflections on the summer and notes for future staff members in this role.

4. **Leadership & Community:**
   - **a)** Help build and maintain a positive, inclusive, and supportive camp community, ensuring that lines of communications 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 the Camp Director and Manager 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:

a) Experience as a staff or volunteer in a camp environment and/or working with children in a recreational setting.
b) Experience in planning and facilitation of camp themes and programs for large groups.
c) Experience supporting and adapting programs for children with serious illnesses and diverse physical, behavioural, and psychosocial needs.
d) Comfortable speaking in front of large groups.
e) 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).
f) Current G2 or G Ontario class driver's license, or equivalent, and the ability to be covered by camp's insurance policy.
g) Clear vulnerable sector check and be currently eligible to work in Canada and for Campfire Circle.
h) **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) Ability to play a musical instrument and accompany and lead groups in songs.
d) Experience in drama, improve, or public speaking.
e) Demonstrated ability to work with children with serious illnesses and an understanding of how illness impacts the entire family.
f) Demonstrated commitment to volunteerism or volunteer sector.
g) NL or Bronze Cross certification.

Particular Working Conditions:

a) This position requires you to work a hybrid schedule from May 31st – June 17th, 2027. 2-3 days in the Toronto Office (464 Bathurst St.) per week.
b) For the remainder of the contract, June 18th to August 31st, 2027, you will be required to live at the Muskoka campsite - room and board, which is shared, communal accommodations, are provided. Routine evenings and weekend commitments are 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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