JOB POSTING

Summer Teen & Leadership 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 Teen & Leadership 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 Leadership Instructor and sessional volunteers to design, plan and facilitate a high-caliber Leaders-in-Training program (LIT) with a focus on the development of communication, leadership, and counselling skills. Additionally, the chosen applicant will aid in the development and execution of teen programming, the High-School Credit program, as well as provide general care and support to teen campers throughout the entirety of the contracted term.

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 & Facilitation:**
   - **a)** Work collaboratively with the sessional volunteers and Manager, Overnight and Leadership Programs to create a dynamic, engaging, and structured LIT and CIT program curricula that are distinct and complementary to each other.
   - **b)** Plan and facilitate all three CIT programs (7-day long leadership session for campers 17-18 years of age).
   - **c)** Support the Leadership Instructor with LIT program planning, scheduling and facilitation.
   - **d)** Plan and coordinate activities for LIT and CIT participants to broaden counselling, educational, and recreational skills.
   - **e)** Aid in positive social, psychological, emotional, and professional development of each LIT and CIT participant.
   - **f)** Support the Leadership Instructor with coordinating activity placements based on the needs and desires of the LIT participants.
   - **g)** Coordinate cabin placements based on the needs and desires of the CIT participants.
   - **h)** Assist in the planning and execution of the summer Teen Session (1-week long camper session for those 16-18 years of age).
   - **i)** Assist in the planning and implementation of the High-School Credit program, including supporting the 4-day/3-night canoe trip (2-week session for campers aged 16-18 to earn a Grade 11 Physical Education Credit).
   - **j)** Lead wilderness canoe trips in partnership with the Tripping Instructors.
   - **k)** Support the planning, prepping, and execution of camp wide programs, theme, and other activities.

2. **Communication & Administration:**
   - **a)** Revise and design the Teen and Leadership Program Curriculum and accompanying participant manuals in collaboration with the Manager of Overnight & Leadership Programs.
   - **b)** Develop Leadership workshops and skill building sessions, in collaboration with the Manager of Overnight and Leadership Programs.
   - **c)** Assist in developing the Leadership schedules with the Manger of Overnight and Leadership Programs.
   - **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.

3. **Volunteer & Camper Support:**
   - **a)** Participate in risk management with the program area and Site emergency procedures.
   - **b)** Assist in facilitation of on-site volunteer training.
   - **c)** Assist sessional volunteers in providing general support and supervision to teen campers as required.
   - **d)** Assume a support role in general sessions when there are no LIT, CIT or HSC campers on site. This includes but is not limited to being a senior cabin counsellor.
   - **e)** Define and inform all staff/volunteers of expectations in working with Leadership participants.

f) Attend and participate in various program areas, staff meetings, and socials as required.
g) Support with summer bus programs and bus chaperoning as needed.

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 Camp Director and Manager of recurring or unresolved issues.
   c) Adhering to staff policies and code of conduct while residing on site during the contract period.

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 with teen and leadership program facilitation.
b) Experience as a staff or volunteer working with children and teens in a recreational setting.
c) Experience supporting and adapting programs for children with serious illnesses and diverse physical, behavioural, and psychosocial needs.
d) NL or Bronze Cross certification and 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).
e) Clear vulnerable sector check and be currently eligible to work in Canada and for Campfire Circle.
f) **All members of the summer staff team must be at least 19 years of age by the start date of their contract.**

Advantageous Criteria:

g) Pursuit or obtainment of a post-secondary education in a related field.
h) Overnight summer camp experience.
i) Wilderness canoe tripping experience and/or certifications.
j) Demonstrated commitment to volunteerism or volunteer sector.
k) Current G2 or G Ontario class driver's license, or equivalent, and the ability to be covered by camp's insurance policy.
l) Adventure Course Experience/ Certification (ACCT).

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.
d) 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.