



# Administrator, Programs (4 month contract)

## ABOUT US

CAMPFIRE CIRCLE (formerly Camp Ooch & Camp Trillium) has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, CAMPFIRE CIRCLE donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

## THE OPPORTUNITY

CAMPFIRE CIRCLE is currently seeking an Administrator, Programs to join our admin team which is accountable for camper/camper family and volunteer administration associated with the CAMPFIRE CIRCLE Program Department. This role reports to the Manager, Community Programs.

This role will start at the beginning of May with a flexible end date of the beginning or end of September.

**The key accountabilities of the role are:**

### 1. CAMPER ADMINISTRATION AND REGISTRATION

- a) Tracking camper waiver submissions and following up with families to complete paperwork
- b) Sending email communications to families pre- and post-program
- c) Prepare and track program attendance
- d) Process and approve camper and family paperwork including but not limited to waivers, inquiry forms, registration forms including ensuring the accuracy and organization of camper and family information in the Camp database
- e) Support camper registration process
- f) Support the medical team with administration support such as; following up with families, preparing medical profiles for programs and managing user accounts

### 2. CAMPER RECRUITMENT:

- a) Track new patient inquiries in the Camp database and initiate follow up with families
- b) Organize and make program recruitment calls to families to let them know about program offerings and offer registration support, walk families through the registration process
- c) Support sending targeted recruitment emails to camper families
- d) Support with camper enrollments

### 3. GENERAL ADMINISTRATIVE SUPPORT

- a) Support Volunteer Program administration as needed
- b) Arrange camp transportation for all program areas as needed, including but not limited to:
  - arranging bus transportation to camp programs
  - Attend bus departures to support with camper attendance and flow
  - Arrange meals and snacks for campers when needed
  - Prepare bus bags, coordinate with bus chaperones

- Support with the organization of offsite program related travel (wilderness trips, field trips, etc.) as needed
- c) Oversees lost and found collection and return for campers and volunteers
- d) Coordinates documentation management for the Program Department
- e) Participates in the database taskforce to assist in database enhancements.
- f) Responsible for database clean-up and maintenance

## ABOUT YOU

### QUALIFICATIONS

#### *Required Criteria:*

- a) Excellent proficiency with Microsoft Excel and Word
- b) Significant experience working with a database
- c) Excellent accuracy and organization
- d) Excellent oral and written communication skills in the English language
- e) Administrative experience
- f) Current G class driver's license and insurable under CAMPFIRE CIRCLE driving insurance policy.
- g) In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require attestation of childhood vaccinations, updated Police Record with Vulnerable Sector Screening, and proof of full vaccination against COVID-19 for all of our staff. We also require that all staff be currently eligible to work in Canada.

#### *Advantageous Criteria:*

- a) Working knowledge of CampSite or Raiser's Edge databases.
- b) Experience working for a camp or non-profit organization.
- c) Post-secondary education in administration, or related field
- d) Experience working with volunteers.

### WORKING CONDITIONS

- a) Occasional evening and weekend commitments will be required.
- b) Will require some travel within Ontario to support camper bussing
- c) In consideration of the population CAMPFIRE CIRCLE serves, the incumbent is a non-smoker.

### COMPENSATION & BENEFITS

This position offers a competitive annual salary range of \$42,000 - \$45,000, which is prorated for the term of the contract.

### APPLY

Please send a cover letter, resume and expected salary to [careers@campfirecircle.org](mailto:careers@campfirecircle.org) with the email subject reading **2022021 – Administrator, Programs**



*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](http://www.campfirecircle.org) - No phone calls please.*

**ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION**

CAMPFIRE CIRCLE is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is 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](mailto: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/about-campfire-circle/careers/>, 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 is grateful for Indigenous communities' stewardship of the land that we occupy—including the traditional territory of many nations including the Anishnabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.