



## Cabin Guide – Camp Counsellor (Muskoka)

### 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.

At CAMPFIRE CIRCLE we are committed to ensuring employment is accessible within our organization. In summer 2022 we are piloting a project to help reduce financial barriers for summer staff members. This may include assistance with costs related to the job such as: camping equipment/gear, outdoor clothing, training/certifications, and transportation, mileage, or parking. If you require financial assistance related to the program, you are invited to make this known during the recruitment process.

### THE OPPORTUNITY

CAMPFIRE CIRCLE will be running in-person overnight camp programs at both of our overnight camp locations, Rainbow Lake (Waterford, ON) and Muskoka (Rosseau, ON) this summer.

Do you have experience as a staff or volunteer working with children in a recreational setting? We are searching for **Cabin Guides** to join our Muskoka Summer Staff Team in 2022.

Reporting to the Manager, Overnight Programs & Director, Overnight Programs Cabin Guides will support campers ages 6 to 18 at overnight camp with a safe, accessible and inclusive camp experience. Within a counsellor team of 3-6 staff members (including volunteers), you will create a nurturing and supportive environment for a cabin group of 6 - 8 campers. Cabin Guides are assigned a different cabin group and counselling team each session, therefore there is the possibility to work with any and all age groups, and a variety of different staff members. As a team, you will support Campers at all activities, meals, and gatherings as well as being a positive role model. You will participate in the planning and execution of fun and inclusive programs for your cabin as well as all-camp activities.

**Start Date:** June 24, 2022

**End Date:** September 4, 2022

**Rate:** \$450 per week (one month contracts also available)

\*Paid training/virtual training dates may occur prior to this date\*

## **Key Accountabilities:**

### **1. CAMPER SUPPORT & SUPERVISION:**

- a) Work with team of co-counsellors to provide a fun, safe, engaging camp experience for assigned group of Campers (ages 6-18)
- b) Ensure safety and well-being of Campers while on-site by providing supervision at all times. Staff will be expected to provide support to Campers in the completion of daily activities and personal care.
- c) Support campers through behaviour management strategies that fit the individualized needs of each camp participant
- d) Promote camper independence, facilitate peer-to-peer interactions, support the creation of fun, new, inclusive, and accessible programs within cabins. and help foster an inclusive camp environment

### **2. VOLUNTEER AND PROGRAM SUPPORT:**

- a) Participate in risk management with the program area and site emergency procedures.
- b) Support the planning, prepping, and execution of camp wide programs, theme, and other activities.
- c) Attend and participate in various program areas, staff meetings, and socials as required.
- d) Assist in facilitation of on-site volunteer trainings.
- e) Support with summer bus programs and bus chaperoning as needed
- f) Adhere to cleaning procedures and logging as trained and directed.
- g) 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 COVID protocols
- h) Ensure that camp programs incorporate camp values and traditions

### **3. COMMUNICATION AND ADMINISTRATION:**

- a) Communicate and collaborate with other co-counsellors to ensure supervision, safety, and well-being of assigned group of Campers
- b) Ensure that camper notes are kept up to date, and reflect information relevant to supporting them at programs.
- c) Communicate Program needs and concerns to Camp Managers and Directors in a timely manner.
- d) Ensure accident/incident report forms are completed.

### **4. LEADERSHIP AND 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

### Experience and 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 working with children with disabilities and/or additional physical, behavioural, and/or psychosocial needs as well as experience facilitating adaptive programming.
- c) Valid First Aid certification for duration of the contract or willing & able to successfully take the certification (paid for by CAMPFIRE CIRCLE).
- d) Current police reference check and vulnerable sector screening.

#### *Advantageous Criteria*

- a) Experience creating and facilitating adaptive programming.
- b) Bronze Cross or NL certification.
- c) Overnight summer camp experience.
- d) Demonstrated ability to work with children with serious illnesses and an understanding of how illness impacts the entire family.
- e) Therapeutic Crisis Intervention (TCI), Nonviolent Crisis Intervention (NVC), or similar certification or training
- f) Experience in lifts and transfers and the use of mobility devices
- g) Demonstrated commitment to volunteerism or volunteer sector.
- h) A current G Class driver's license and eligible to be insured under CAMPFIRE CIRCLE's Insurance Policy.

### Particular Working Conditions:

- a) This position requires living at the Muskoka campsite for the duration of the contract – room and board is provided. Routine evenings and weekend commitments are required.
- b) In consideration of the population CAMPFIRE CIRCLE serves, the incumbent is a non-smoker.

### Physical Requirements:

The usual and customary methods of performing the job's functions and supporting camp life require the following physical demands: lifting, carrying, pushing, and/or pulling; stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is largely performed in an outdoor environment, and can work at heights. As part of this role, you may also be asked to sleep in a tent and cook outdoors over a fire (with assistance) through participation in an overnight camping trip or overnight canoe trip with your cabin group. The minimum physical requirements for this position include:

- Able to work outdoors in a variety of weather conditions
- Able to work at heights while supporting campers on High Ropes and Challenge courses
- Able to physically assist camper participants in the water



- Able to lift 20kg

### APPLY

Qualified applicants are encouraged to apply by email at [careers@campfirecircle.org](mailto:careers@campfirecircle.org). **Please indicate in the subject line the title of the role you are applying for.**

### 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. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens, permanent residents, and those with authorization to work in Canada.

Accommodations are available on request for candidates taking part in all aspects of the selection process. You can contact our HR Team for accommodation requests at [HR@campfirecircle.org](mailto:HR@campfirecircle.org), 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- the traditional territory of many nations such as the Mississauga's 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. We aspire to be deserving stewards of the land, in partnership with them.

We also acknowledge all Treaty peoples – including those who came here as settlers – as migrants either in this generation or in generations past - and those of us who came here involuntarily, particularly forcibly dis-planted Africans, brought here as a result of the Trans-Atlantic Slave Trade and Slavery.