



JOB POSTING

CAMP DRIVER 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 our overnight camp locations in 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 **Camp Driver** to join our Summer Staff Team in 2022.

Reporting to the Summer Office Manager & the Director, Overnight Programs, and working closely with the rest of the summer staff team and in support of our volunteers, in addition to facilitating the designated program area, this roll will provide our parents/guardians and campers ages 0 to 18 at family or camper overnight camps with a valuable camp experience through safely driving participants, volunteers, and staff, completing medical runs, and completing other program session driving runs and trips.

Start Date: June 24th, 2022

End Date: September 4th, 2022

Rate: \$4,500 (for the full contract)

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



Key Accountabilities:

1. DRIVING DUTIES:

- a) Shopping for program, activity, and medical supplies
- b) Picking up and dropping off medications for campers
- c) Transporting campers to regular off-site programs and to hospitals in emergency situations
- a) Transportation of campers to and from surrounding cities
- b) Support with summer bus programs and bus chaperoning
- d) General upkeep of camp vehicles
- e) On-call for emergencies

2. VOLUNTEER AND CAMPER SUPPORT:

- c) Assist in facilitation of on-site volunteer trainings
- d) Coach and support volunteers in planning, prepping, and execution of camp wide programs, theme, and other activities
- e) Assist volunteers in providing general support and supervision to campers
- f) Attend and participate in various program areas, staff meetings, and socials as required
- g) Participate in risk management and Overnight Camp emergency procedures

3. COMMUNICATION AND ADMINISTRATION:

- a) Work with Summer Office Manager to complete administrative camp office tasks and fill in for Office Manager in their absence.
- b) Write end of summer report to evaluate job area and responsibilities
- c) Complete any necessary expense reporting and collection of receipts
- d) Ensure accident/incident report forms are completed.

4. Perform other duties and responsibilities as assigned by Camp Director or their designate.

ABOUT YOU

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.

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 the duration of the contract.
- d) A current G class driver's license with at least 4 years driving experience, and eligible to be insured under CAMPFIRE CIRCLE's Insurance Policy.
- e) Current police reference check and vulnerable sector screening.

Advantageous Criteria:

- a) Overnight summer camp experience.
- b) Experience working in an administrative setting
- c) Excellent interpersonal, organizational, and computer skills
- d) Demonstrated ability to work with children with serious illnesses and an understanding of how illness impacts the entire family.
- e) Demonstrated commitment to volunteerism or volunteer sector.
- f) Bronze Cross or NL certification.

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 serve, 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. The minimum physical requirements for this position include:

- Able to Work Varied hours on call
- Able to drive long distances
- Able to lift 20kg

TO APPLY

Qualified applicants are encouraged to apply by email at 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, 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.