



## JOB POSTING

### Summer Staff, Community Programs

### Toronto

#### ABOUT US

Campfire Circle 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 by reducing financial barriers for summer staff members. Based on identified need, we may be able to assist with costs related to the job such as: camping equipment/gear, outdoor clothing, training/certifications, and transportation. If you require financial assistance related to the program, you are invited to make this known during the recruitment process.

#### THE OPPORTUNITY

Do you have experience as a staff or volunteer working with children in a recreational setting? Do our values of care, community, inclusion, sustainability, and integrity resonate with you? And do you have a passion for working with children and youth, and 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'd love to hear more about you below!

Whether it's at Rainbow Lake, a quiet 143 acres site in Waterford, at Muskoka, which features 400 wooded acres in the town of Rosseau, or at one of our urban locations in the GTA, London, Ottawa or Hamilton, you are connecting kids and families with fun indoor and outdoor activities that help improve their overall wellbeing.

Campfire Circle will be running in-person overnight camp programs at both of our overnight camp locations, and community and day camp programs in the GTA, London, Ottawa and Hamilton.

We are searching for Summer Staff, Community Programs to join our Summer Staff Team in 2024.

Reporting to the Coordinator, Community Programs, this Summer Staff role will be based out of the Campfire Circle Toronto office, supporting all community programs, including camper & family programs, family camping trips, day camps and virtual camp programs. Community programs take place at various sites across Ontario, including but not limited to areas in or around London, Hamilton, Toronto and Ottawa. This position will plan and facilitate programs and will support volunteers at programs, working closely with the Community Programs team.



**Start Date: Monday, May 13<sup>th</sup>, 2024**

**End Date: Friday, August 23<sup>rd</sup>, 2024**

**Rate: \$10,200** (for the full contract)

\*Training/virtual training dates may occur prior to this date and are included in your full contract rate\*

## **Key Accountabilities:**

### **1. Planning:**

- a) Participate with the community program team in the development, execution and monitoring of Campfire Circle's short- and long-term plans for all community programming designed to meet the goals for strategic growth of Campfire Circle
- b) Support the ongoing evaluation of program quality, accessibility, and impact of all community programs.

### **2. Programming & Facilitating:**

- a) Create and facilitate safe, fun and engaging camp-style programs that meet the needs of campers and siblings at day camp programs, community programs, on family camping trips and at virtual camp programs.
- b) Support, coach and lead volunteers in achieving safe, fun and engaging programs that facilitate friendship and fun
- c) Support the day camp program including but not limited to:
  - Support with planning and facilitation of cabin activities, themes, elective periods, and camp-wide activities
  - Camper behavioural support
  - Monitoring activities for safety
  - Supporting the risk management of all activity areas and programming at day camp
- d) Overseeing the logistics of family camping trips including inventory, planning and preparation, and supporting with risk management
- e) Responsible for the set up and take down of all program supplies and equipment at all programs
- f) Responsible for supply shopping and inventory for community programs
- g) Occasionally support overnight camp programs as needed
- h) Implement and adhere to all camp policies and procedures when programming

### **3. Communication & Admin:**

- a) Complete all administrative tasks required in the planning and execution of community programs, day camps and family overnight camping trips
- b) Contribute to communication with campers and families

### **4. Outreach:**

- a) Develop meaningful relationships with campers and families on behalf of Camp
- b) Promote Camp programs to campers and families in efforts to recruit and support every child eligible to participate in community and overnight programs
- c) Support families with program registration



## 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 TB testing for all our program facing staff. Additionally, all of 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 working with volunteers
- c) Experience facilitating group programs
- d) Current G2 or G class driver's license and the ability to be covered by camp's insurance policy
- e) Current police reference check and vulnerable sector screening
- f) Basic knowledge in Microsoft Office (Word, Excel, PowerPoint)
- g) 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) Experience working with children with complex needs and considerations
- b) NLS or Bronze Cross certification or willingness to obtain (costs reimbursed)
- c) Overnight camping experience (does not need to be canoe trips)
- d) Demonstrated ability to work with families and an understanding of how illness impacts the entire family
- e) Bilingual in French/English

### *Particular Working Conditions:*

- a) In consideration of the population we serve, the incumbent is a non-smoker.
- b) This position is based out of our Toronto office.
- c) This position requires significant overnight travel and time away from home to facilitate province wide day camps and community programs. Costs associated with travel required for this position will be covered, in addition to your salary. This includes accommodations, transportation and food.
- d) The position requires sleeping in a tent.
- e) This position requires working outside for long periods of time.
- f) This position requires significant travel to program sites throughout Ontario.
- g) This position requires significant evening and weekend commitments.
- h) This position requires occasional long drives (approx. 2-5 hours) to campgrounds, day camps, and/or community program sites.
- i) This position works full time hours, with flexible scheduling from week to week.



### *Physical Requirements:*

The usual and customary methods of performing the job's functions require the following physical demands: standing for long periods of time, lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The minimum physical requirements for this position include:

- Able to lift 20kg
- Able to work outdoors in a variety of weather conditions

## **TO APPLY**

Qualified applicants are encouraged to apply through our online staff application form – [Summer 2024 Camp Staff Application](#)

Don't meet every single requirement in this posting? Studies have shown that women and people of colour 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! Campfire Circle understands that the costs of training and certifications can be a barrier to accessing employment. As such we are committed to providing full reimbursements for expenses related to employment at Campfire Circle.

*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.*

## **HEALTH AND WELLNESS**

Campfire Circle acknowledges that the overall health and wellness of you and your family are important; for this reason, we have partnered with Homewood Health to create an employee and family assistance program which is accessible to all of our seasonal and year round staff members and their families.

## **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/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 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.