



JOB POSTING

Summer Staff, Community Programs Toronto, London, Hamilton & Ottawa

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 community programs and day camps in various Ontario locations this summer, from the London area in the west, to the Ottawa area in the east and many places in between.

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

Reporting to the Coordinator, Community Programs, and working closely with the Community Programs Team, this Summer Staff role will support 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 lead day camp programs, as well as overnight camping trips for camper families throughout Ontario, and support all ongoing community programs throughout the summer. The Summer Staff will support volunteers at programs and will work closely with the community programs team.



Start Date: Monday, May 23, 2022

End Date: Friday, September 2, 2022

Rate: \$650/wk.

Key Accountabilities:

1. Planning: (5%)

- 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 (70%)

- 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 behavioral 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) Implement all camp policies and procedures when programming.
- h) Ensure and enforce overall camp program cleanliness and ensure that all programming areas and supplies are safe and clean at all times.
- i) Adhere to cleaning procedures and logging as trained and directed.
- j) Adhere to and enforce all camp Covid-19 policies and procedures.

3. Communication & Admin: (20%)

- a) Complete all administrative tasks required in the planning and execution of community programs, day camps and family overnight camping trips.
- b) Contribute to the communications with campers and families.
- c) Complete any necessary expense reporting.



4. Outreach (5%)

- a) Reach out to 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.

5. Perform other duties and responsibilities as assigned by Manager or his/her 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.

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 complex needs and considerations.
- c) Experience working with volunteers.
- d) Experience facilitating group programs.
- e) Current driver's license.
- f) Current police reference check and vulnerable sector screening.

Advantageous Criteria

- g) NLS or Bronze Cross certification.
- h) Overnight camping experience (does not need to be canoe trips).
- i) Demonstrated ability to work with families and an understanding of how illness impacts the entire family.
- j) Demonstrated commitment to volunteerism or volunteer sector.

Particular Working Conditions

- a) In consideration of the population we serve, the incumbent is a non-smoker.
- b) 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.
- c) The position requires sleeping in a tent.
- d) This position requires working outside for long periods of time.
- e) This position requires significant travel to program sites throughout Ontario.
- f) This position requires significant evening and weekend commitments.



- g) This position requires a current drivers licence, and to be insurable under the camp Insurance Policy.
- h) This position requires occasional long drives (approx. 2-5 hours) to campgrounds, day camps, and/or community program sites.

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.

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/>.

~~~~~

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.