



Coordinator, Community Programs (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.

THE OPPORTUNITY

CAMPFIRE CIRCLE is currently seeking a Coordinator, Community Programs (Ottawa). This position is accountable for developing safe, fun and engaging camp-style programs that meet the needs of campers and families. This position works to provide an enriching year-round camp experience directly to children and families through community and hospital programs in Ontario. While this position plans and facilitates programs in several regions across Ontario, it will be primarily positioned in Ottawa.

The Coordinator, Community Programs (Ottawa) reports to the Manager, Community Programs, and works to achieve Camp's vision to:

- Provide the safest and most enriching year-round camp experience for children living with cancer, and
- Provide kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

The key accountabilities of the role are:

- a) Participate in development, execution and monitoring of CAMPFIRE CIRCLE's short and long-term plans for all programming designed to meet the goals for strategic growth.
- b) Create and facilitate safe, fun and engaging camp-style programs that meet the needs of campers and families both at Community Programs and In-Hospital setting.
- c) Support, coach and lead volunteers in achieving safe, fun and engaging programs that facilitate friendship and fun; support volunteer interviews, recruitment and training
- d) Lead day camp programs, including but not limited to March Break Day Camp and Summer Day Camp programs, as well as overnight programs including camping trips at campsites across Ontario
- e) Ensure programs meet relevant safety measures, accreditations and laws (including but not limited to Ontario Camps Association, Canadian Association of Paediatric Oncology Camps, AODA, PIPEDA)
- f) Promote programs to patients and families in efforts to recruit and support every child eligible to participate in In-Hospital, Community and Overnight Programs
- g) Develop and maintain positive and supportive working relationships with medical staff, Campfire Circle staff, and families.
- h) Implement all hospital policies and procedures, including confidentiality, occupational health, and all protocols pertaining to COVID-19
- i) Make arrangements and confirm all bookings, necessary permits and/or contracts required for programs are approved and submitted on time for successful program delivery and maintaining positive vendor relationships



- j) Complete all administrative tasks required in the planning and follow up of programs

ABOUT YOU

QUALIFICATIONS

Required Criteria:

- a) Post-secondary education or equivalent experience
- b) Minimum two years of experience as a staff or volunteer working with children in a recreational setting
- c) Experience facilitating group programs
- d) Comfort working in a hospital setting with seriously ill children
- e) Experience working with children with a variety of physical and developmental abilities
- f) Current police reference check and vulnerable sector screening
- g) Current driver's license
- h) Insurable under CAMPFIRE CIRCLE's driving insurance policy
- i) Access to a car for job-related duties.
- j) 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) Experience supporting children with exceptionalities
- b) Experience creating or facilitating Virtual programming for children
- c) Knowledge of the Zoom platform
- d) Demonstrated ability to work with families and an understanding of how illness impacts the entire family
- e) Experience working with and leading volunteers

WORKING CONDITIONS

- a) Working a flexible schedule, with significant evenings and weekends
- b) Working in a hospital setting
- c) Variety of working environments (occasionally working in an open office setting, may work outside, occasionally driving long distances, with overnight stays)
- d) This position involves working in emotionally challenging environments and working with families in crisis
- e) The position may have the opportunity to attend and support programming at overnight camp
- f) This position may support rental groups
- g) 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 \$45,000-\$50,000, full benefits package, vacation, and professional development.



APPLY

Please send a cover letter, resume and expected salary to **careers@campfirecircle.org** with the email subject reading **2022018 – Coordinator, Community Programs (Ottawa)**.

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 - 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 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/>.



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.