



## JOB POSTING

### Head of Waterfront Muskoka & Rainbow Lake

#### 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. To help reduce financial barriers for summer staff members, we have funding available to assist 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

Do our values of care, community, inclusion, sustainability, and integrity resonate with you? 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.

Do you have experience as a staff or volunteer working with children in a recreational setting? We are searching for **Head of Waterfront** to join our Summer Staff Team in 2023.

Reporting to the Director, Overnight Programs and Manager, Overnight Programs, and working closely with the rest of the summer staff team and our volunteers, the Head of Waterfront is one of the senior staff team members of a paid summer staff team. In addition to facilitating the designated program area, it is the responsibility of the all-summer staff to actively support and provide resources to our volunteers throughout the summer.



Primary responsibility will be overseeing waterfront program areas along with leading a team of volunteer lifeguards to provide a safe and engaging program for families and campers aged 0-18 at family or camper overnight camps with a valuable waterfront experience. Other duties include: planning, training and coordinating waterfront emergency procedures. In addition, the Head of Waterfront is responsible for supporting volunteer instructors, and overseeing the safety of all waterfront activities including swimming, paddle boarding, canoeing and kayaking, and sailing (Rainbow Lake only) with support of waterfront activity instructors

During your experience at Campfire Circle you will hone and develop your skills relating to group facilitation, planning creative, innovative and adaptive programs, public speaking, volunteer support and management, emotional resilience and compassion, and building personal and professional relationships within a team of like-minded co-workers and volunteers.

### **Muskoka Site**

**Start Date:** June 18<sup>th</sup>, 2023

**End Date:** September 3<sup>rd</sup>, 2023

### **Rainbow Lake Site**

**Start Date:** June 18<sup>th</sup>, 2023

**End Date:** September 1<sup>st</sup>, 2023

**Rate: \$6,000** (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. PROGRAMMING AND FACILITATION: 40%**

- a) Development and instruction of swimming program in a lake waterfront environment that is: safe, creative, challenging, accessible, experiential, ability and age appropriate, environmentally friendly, and fun.
- b) Lifeguard recreational waterfront swimming and other waterfront activities
- c) Maintain equipment and track supply inventory, ensure that all necessary supplies are re-stocked as required.
- d) Fill in as instructor for other waterfront activities when team members are on time off or unable to fulfill their duties
- e) Work with Overnight Program Manager to adapt and adjust curriculum and activities from session to session based on feedback and experiences.
- 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) Support all camp programming in addition to designated program areas



- i) Ensure that camp programs incorporate camp values and traditions

## **2. LIFEGUARDING AND WATERFRONT SAFETY: 10%**

- a) Oversee risk management of all waterfront activities and the waterfront emergency procedures.
- b) Lead, train and coach summer staff and volunteer team in waterfront emergencies and emergency procedures as well as participate in risk management and Site emergency procedures
- c) Demonstrate knowledgeable and skill in standards and procedures at all waterfront areas in accordance with, but not limited to the standards of Campfire Circle, the guidelines of the Ontario Camps Association (OCA)
- d) Demonstrates strong skill level in lifeguarding standards, practicing preventative guarding
- e) Follow safety procedures as trained and instructed and provide first aid and water rescue as required
- f) Lead and coordinate swim/boat testing for all campers, staff and volunteers

## **3. VOLUNTEER AND CAMPER SUPPORT: 15%**

- a) Collaborate with medical team, site directors, and Family and Camper Specialist to ensure program and activities meet the considerations and needs of each participant.
- b) Assist in facilitation of on-site volunteer trainings
- c) Support the planning, prepping, and execution of camp wide programs, theme, and other activities.
- d) Support, coach, and lead volunteers in achieving safe, fun, and engaging programs.
- e) Assist volunteers in providing general support and supervision to campers and families
- f) Attend and participate in various program areas, staff meetings, and socials as required
- g) Support with summer bus programs and bus chaperoning as needed

## **4. SUPERVISION AND MANAGEMENT: 15%**

- a) Supervising, directing and overseeing the instruction and experience of all participants (campers, families, and staff) on the waterfront.
- b) In collaboration with Camp Director and Manager, supervision of the waterfront team of summer staff team including offering feedback, performance evaluation, and program development.
- c) Coordinate staff and volunteer lifeguard schedule for facilitation and time off.
- d) Oversee and monitor program curriculum planning and development to maintain program standards during growth

## **5. COMMUNICATION AND ADMINISTRATION: 10%**

- a) Tracking and documenting of camper and volunteer swim test results
- b) Evaluate and assess safety of the waterfront and ensure camp waterfront procedures and activities are in line with the OCA standards
- c) Communicate Waterfront Program Area needs and concerns to the Camp Director
- d) Report on the achievement of site specific program plans and Waterfront Program plans.
- e) Ensure accident/incident report forms are completed



- f) Produce an end of summer report capturing daily procedures, reflections on the summer and notes for future staff members in this role

## 6. LEADERSHIP AND COMMUNITY: 10%

- 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 Camp director and Manager of recurring or unresolved issues.

7. Perform other duties and responsibilities as assigned by their Manager 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 TB testing for all our program facing staff. Additionally, all of our staff are required to be currently eligible to work in Canada.

## 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 supervising staff and/or volunteers
- c) Experience working with children with disabilities and/or additional physical, behavioural, and/or psychosocial needs as well as experience facilitating adaptive programming.
- d) Pool or waterfront lifeguarding experience
- e) Experience facilitating waterfront programming and management of waterfront activities and lifeguard teams
- f) NLS certification or willing & able to successfully complete the certification (paid for by Campfire Circle).
- g) Pleasure Craft Operator's License or willing & able to successfully complete the certification (paid for by Campfire Circle).
- h) Valid Standard First Aid & CPR-C certification for duration of the contract or willing & able to successfully take the certification (paid for by Campfire Circle).
- i) Current police reference check and vulnerable sector screening
- j) Demonstrated ability to manage high risk activities

### *Advantageous Criteria:*

- a) Overnight summer camp experience
- b) Experience in outdoor education or adventure education
- c) Lifesaving Society or Red Cross Swim Instructor Certification



- 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) A current G or G2 Class driver's license, and eligible to be insured under camp policy

*Particular Working Conditions:*

- a) This position requires living at the Muskoka or Rainbow Lake campsite for the duration of the contract – room and board is provided.
- 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, lake environment.

## TO 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(s) you are applying for.**

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 assistant 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/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/>.

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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.