



# In-Hospital Program Specialist – Eastern Ontario

## 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.

## THE OPPORTUNITY

Campfire Circle is currently seeking an In-Hospital Program Specialist – Eastern Ontario to help bring the joy of Campfire Circle to the hospital setting. Reporting to the Associate Manager, In-Hospital Program (Eastern Ontario), the In-Hospital Program Specialist 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 hospital and community programs in Ontario. Campfire Circle provides hospital programming at the Children's Hospital of Eastern Ontario (CHEO) in Ottawa, The Hospital for Sick Children (SickKids) in Toronto and surrounding satellite hospitals, at McMaster Children's Hospital in Hamilton, and the Children's Hospital at London Health Sciences Centre. **This role will be positioned in Ottawa working at the CHEO location.**

The key accountabilities of the role are:

### 1. Communication and Administration

- Complete all administrative tasks required in the planning and follow-up of programs.
- Document programs, photographs, camper stories and experiences to contribute to organizational program resources.
- Track and maintain accurate systems for gift-in-kind donations in collaboration with Development.
- Support volunteer recruitment, interviews, and training.

### 2. Outreach

- Reach out to and develop meaningful relationships with campers and their families on behalf of the organization.
- Promote programs to patients and families in efforts to recruit and support every child eligible to participate in Campfire Circle programs.
- Support families with the registration process.
- Foster relationships with medical staff and promote Campfire Circle's programs.
- Support medical staff engagement and appreciation events.
- Occasionally assist with speaking engagements on behalf of Campfire Circle and attend related community outreach events.

### 3. Programming

#### **In-Hospital Programming:**

- Create and facilitate safe, fun, and engaging camp-style programs in a hospital setting that meet the needs of patients receiving care at the hospitals Campfire Circle serves.
- Facilitate group and individual play programs in waiting areas, play-rooms and bed-side.
- Support and collaborate with hospital staff and volunteers for successful program delivery.
- Support special events that occur at the hospital.
- Responsible for supply shopping and ordering for programs while adhering to budget.
- Develop and maintain positive and supportive working relationships with Medical Staff and Child Life.
- Implement all hospital policies and procedures, including confidentiality, occupational health, all protocols pertaining to infection control and adhering to all programming and cleaning procedures.

#### **Community Programming:**

- Support planning and facilitation of Community Programs to meet the needs of campers and families.
- Support, coach, and lead volunteers in achieving safe, fun, and engaging programs that facilitate friendship and fun.
- Implement all Campfire Circle policies and procedures when programming.
- Occasionally support Overnight Programs.

## ABOUT YOU

### QUALIFICATIONS

#### *Required Criteria:*

- Fluent in French and English.
- Post-secondary education or equivalent experience.
- Minimum two years of experience as a staff or volunteer in a camp and/or hospital environment or working with children in a recreational setting.
- Experience facilitating group programs.
- Comfort working in a hospital setting with seriously ill children.
- Experience working with children with a variety of physical and developmental abilities.
- Proof of Hepatitis B and Pertussis vaccinations
- Proof of two doses of the COVID-19 vaccination.
- Clear police reference check and vulnerable sector screening
- Current G2 or G class driver's license and the ability to be covered by camp's insurance policy.

#### *Advantageous Criteria:*

- Experience teaching skill-based activities including but not limited to music, arts and crafts, drama and magic.
- Experience supporting challenging behaviours.
- Demonstrated ability to work with families and an understanding of how illness impacts the entire family.
- Access to a car for job-related duties.



- Proficiency in multiple languages.
- Overnight or day camp experience.
- Experience working with volunteers.

In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require that all staff must provide an attestation to having received their childhood vaccinations, and confirmation of a negative result in a two-step Tuberculosis ("TB") testing series. Seasonal boosters against Influenza and the most recent circulating strain of COVID are strongly encouraged. All staff must provide an updated Police Record with Vulnerable Sector Screening. We also require that all staff be currently eligible to work in Canada and for Campfire Circle.

### WORKING CONDITIONS

This role works within a flexible schedule including significant evenings and weekends. Occasional driving long distances with overnight stays across the province will be required, and working outside will be required depending on the program. This position involves working in emotionally challenging environments and working with families in crisis, support, resources and training are provided. It will primarily be set in the hospital setting and occasionally working in an open office setting. The role may have the opportunity to attend and support programming at overnight camp or day camp. 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 \$44,000 - \$46,000. In addition, Campfire Circle is invested in our staff's health, wellness and career growth. As part of the total compensation package for this role, we offer a comprehensive benefits package (premiums fully paid by the organization with the exception of Long Term Disability), a wellness benefit up to \$500 annually, paid vacation time plus a paid winter shutdown period up to eight days, flexible hybrid work arrangements, and on-going professional development.

### HOW TO APPLY

Please send a cover letter, resume and expected salary to [careers@campfirecircle.org](mailto:careers@campfirecircle.org) with the email subject reading **2024023 – In-Hospital Program Specialist – Eastern Ontario**.

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!

*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.*



## **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—including the traditional territory of many nations including the Anishinaabeg, 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.