



Fall Program and Site Staff - High Ropes and Rock Climbing Instructor (Muskoka)

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

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 **High Ropes and Rock Climbing Instructors** to join our Fall Staff Team in 2024 to support in facilitating Weekends at Camp (WACs) and site rental programming.

Reporting to the Rental Program Coordinator or designated Program Management, and working closely with the rest of the fall staff team, this role will work with co-instructors to provide our campers, families, and renters with a valuable challenge course ("Adventure") experience. During times where programs and program related duties are not required, this role will support with site related responsibilities.

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, client services, volunteer support and management, emotional resilience and compassion, and building personal and professional relationships within a team of like-minded co-workers and volunteers.

TERM & COMPENSATION

This position is a short-term, full-time contract. This position will attend every rental program and WAC at Overnight Camp, in addition to supporting program planning and rental programs. This position works a 5-day work week. This position's primary location is at the Muskoka site in Rosseau, Ontario, however there may be occasions where support may be required on a short term basis at our other locations.

Location: Muskoka Site

Start Date: September 3, 2024



End Date: November 10, 2024

Rate: \$6600 (for the full contract)

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

Key Accountabilities:

• **Programming and Facilitation:**

- Running Adventure programming that is: safe, creative, challenging, accessible, experiential, ability and age appropriate, environmentally friendly, and fun.
- Maintain equipment and track supply inventory, ensure that all necessary supplies are re-stocked as required.
- Work with camp management to adapt and adjust curriculum and activities from session to session based on feedback and experiences.
- Adhere to cleaning procedures and logging as trained and directed.
- 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.
- Ensure that camp programs incorporate camp values and traditions.
- Support with additional camp programming in activity areas.

• **Volunteer, Camper, and Renter Support:**

- Participate in risk management with the program area and Site emergency procedures.
- Assist in facilitation of on-site volunteer trainings.
- Support the planning, prepping, and execution of camp wide programs, theme, and other activities.
- Support, coach, and lead volunteers in achieving safe, fun, and engaging programs.
- Assist volunteers in providing general support and supervision to campers, families and renters.
- Attend and participate in various program areas, staff meetings, and socials as required.
- Support renters with a client service approach that is approachable, professional and responsive.

• **Sites & Facilities Support:**

- Support with post-program/event clean-up and site turnover.
- Support Sites & Facilities team with small maintenance projects.

• **Communication and Administration:**

- Support the task of ensuring the program binder is kept up to date (activity plans, inventory, and camper records).
- Communicate Adventure Program needs and concerns to camp management.
- Report on the achievement of site-specific program plans and Adventure Program plans.
- Ensure accident/incident report forms are completed.

• **Leadership and Community:**

- 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.
- Identify staff/volunteer concerns as they arise and alert the camp management of recurring or unresolved issues.

ABOUT YOU

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 children with disabilities and/or additional physical, behavioural, and/or psychosocial needs as well as experience facilitating adaptive programming.
- c) Ideally a Level 2 ACCT High Ropes Instructor course or willing & able to successfully complete the course (paid for by Campfire Circle).
- d) Level 1 ACCT High Ropes Instructor course or willing & able to successfully complete the course (paid for by Campfire Circle).
- e) Experience leading high ropes or challenge course programming.
- f) Demonstrated ability to manage high risk activities.
- g) Valid Standard First Aid and CPR-C certification for duration of the contract or willing & able to successfully take the certification (paid for by Campfire Circle).
- h) Current police reference check and vulnerable sector screening.

Advantageous Criteria:

- a) Overnight summer camp experience.
- b) Experience in outdoor education or adventure education
- c) Demonstrated ability to work with children with serious illnesses and an understanding of how illness impacts the entire family.
- d) Demonstrated commitment to volunteerism or volunteer sector.
- e) A current G or G2 Class driver's license, and eligible to be insured under camp policy.
- f) Bronze Cross or NLS certification.

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

- a) This position has the option of living at the Muskoka campsite for the duration of the contract in which case room and board is provided. Routine evenings and weekend commitments are required.
- b) In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.

HOW 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(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!

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/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/>.



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.