



## JOB POSTING

### Maintenance Staff 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. 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 overnight camp programs at both of our overnight camp locations, Rainbow Lake (Waterford, ON) and Muskoka (Rosseau, ON) this summer.

Would you like to be part of our amazing staff team this summer? We are searching for **Maintenance Staff** to join our Summer Staff Team in 2022.

Our **Maintenance Staff** will work with the Facilities Manager to support in the maintaining the grounds and facilities, keeping them in good care and safe.

Maintenance staff support the rest of the Operations team to maintain and protect the overall operation and appearance of the site. They perform maintenance and grounds-keeping duties to ensure a functional, healthy and attractive environment. They help to ensure tools, vehicles and equipment are maintained and the organizing of the Maintenance shop and storage areas. Identifying and making repairs, performing building and site maintenance tasks as required. They support housekeepers as needed and assist the full staff team with a full-camp clean and sanitize during session changeovers.



## **Muskoka Site and Rainbow Lake**

**Start Date:** June 22, 2022

**End Date:** September 4, 2022

**Rate:** \$17.75/hour

\*Paid training/virtual training dates may occur prior to this date\*

### **KEY ACCOUNTABILITIES:**

#### **1. PERFORMING MAINTENANCE DUTIES:**

- a) Supporting the rest of the Operations team to maintain and protect the overall operation and appearance of the site.
- b) Performing maintenance and grounds-keeping duties to ensure a functional, healthy and attractive environment.
- c) Ensuring tools, vehicles and equipment are maintained.
- d) Organizing Maintenance shop and storage areas.
- e) Removing and transporting waste and recycling to pick-up points.
- f) Identifying and making repairs, performing building and site maintenance tasks as required.
- g) Supporting housekeepers as required.
- h) Protect equipment and make sure there are no inadequacies.
- i) Support full staff team with a full-camp clean and sanitize during session changeovers.
- j) Demonstrate a positive and supportive attitude toward camp residents.

#### **2. OTHER FACILITIES RELATED DUTIES & SUPPORT:**

- a) Support the housekeeping team on an ongoing basis with some cleaning and sanitizing of spaces as required.

#### **3. PAPERWORK AND FACILITIES TRACKING:**

- a) Support year-round team with store room equipment and building checks and support in maintaining supply needs.
- b) Utilize the maintenance tracking software The WorxHub to add maintenance and facility repairs and requests and to track and remove completed items.
- c) Attend and actively participate in staff training; and compliance with workplace safety protocols.

## **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.



## **Experience and Qualifications:**

### *Required Criteria*

- a) At least 18 years old
- b) Ability to work with a team and independently.
- c) Ability to exercise good judgement in setting and carrying out daily tasks.
- d) Open to receiving feedback.
- e) Comfortable performing physically demanding tasks.
- f) Good understanding of building, electrical, plumbing and septic systems.
- g) Aptitude for operating camp tools, vehicles and equipment.
- h) Comfortable working in a medically based environment.
- i) Current police reference check and vulnerable sector screening.

### *Advantageous Criteria*

- a) Facilities, maintenance or grounds keeping experience or experience working in a camp/resort style setting.
- b) Experience working in a child-centred environment.
- c) Standard First Aid with CPR-C and AED qualification.

### *Personal/Professional Characteristics*

Knowledge of and experience in conducting maintenance and property management tasks to varying levels to meet requirements. Willingness to learn new methods and how to use various pieces of equipment. Ability to take feedback. Good people skills. Reliable, and honesty. Comfortable working in a high paced energetic environment. Enthusiastic, accurate, service oriented, excellent time-management and organizational skills, flexible, diplomatic

### *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 at a nominal rate.
- b) Working outside for long periods of time.
- c) Some evenings and weekend work is required.
- d) 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 require a variety of physical actions, including: walking, lifting, carrying, reaching, pushing and pulling; bending, stooping, kneeling, crouching, sitting and crawling; mopping, sweeping, wiping and scrubbing; and significant fine finger dexterity.



The minimum physical requirements for this position include:

- Able to lift 20kg.
- Work at step-ladder height.
- Use common housekeeping tools.
- Use commercial/hazardous housekeeping products.
- Work in varying indoor and outdoor environments, including uneven terrain and changing weather.

## 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 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](mailto:HR@campfirecircle.org), 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.