



JOB POSTING

March Break Day Camp Program Staff (1 week contract) Toronto and 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 will be running in-person March Break Day Camps in both Toronto and Ottawa for campers age 4-14. This week of camp will provide kids affected by childhood cancer with fun, friendship and community.

Do you have experience as a staff or volunteer working with children in a recreational setting? We are searching for **March Break Day Camp Program Staff** to join our Programs Team from March 12-17th, 2023.

Reporting to the Coordinator, Community Programs, and working closely with the Community Programs Team, our March Break Program Staff will help lead activities and cabin groups for campers and support all campers and volunteers.

During your experience at Campfire Circle you will hone and develop your skills relating to database management, communication with stakeholders and vendors, emotional resilience and compassion, and building personal and professional relationships within a team of like-minded co-workers and volunteers.

Start Date: March 12th, 2023

End Date: March 17th, 2023

Rate: \$700 (for the full contract)



Key Accountabilities:

- 1. PROGRAMMING AND FACILITATING: 85%**
 - a) Create and facilitate safe, fun and engaging camp-style programs that meet the needs of campers at March Break Day Camp.
 - b) Support, coach and lead volunteers in achieving safe, fun and engaging programs that facilitate friendship and fun.
 - c) Take the lead on planning and facilitating various programs such as elective periods and camp-wide activities.
 - d) Ensure programs incorporate Campfire Circle values and traditions.
 - e) Support cabin groups and meal times.
 - f) Support with supervision during rest hour periods.
 - g) Implement all Camp policies and procedures when programming.
 - h) Adhere to and enforce all Camp Covid-19 safety policies and procedures.
- 2. COMMUNICATION AND ADMINISTRATION: 10%**
 - a) Complete all administrative tasks required in the execution of March Break Day Camp.
 - b) Contribute to the communications with campers and families.
 - c) Support with supply shopping as needed.
 - d) Complete any necessary expense reporting.
- 3. OUTREACH: 5%**
 - a) Reach out to develop meaningful relationships with campers and families on behalf of Campfire Circle.
 - b) Promote Camp programs to campers and families in efforts to recruit and support every child eligible to participate in Community and Overnight Programs.
- 4. Perform other duties and responsibilities as assigned by Coordinator, Community Programs 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 working with children in a recreational setting.
- b) Experience facilitating group programs.
- c) Current police reference check and vulnerable sector screening.



- d) In consideration of the population we serve, the incumbent is a non-smoker.

Advantageous Criteria:

- a) An understanding of the power of camp.
- b) Experience working with children with special needs.
- c) Current G2 or G class driver's license, and eligible to be insured under camp policy
- d) Experience working with volunteers.
- e) Demonstrated ability to work with families and an understanding of how illness impacts the entire family.

Particular Working Conditions:

- a) In consideration of the population Campfire Circle serve, the incumbent is a non-smoker.
- b) This position will be based out of either Toronto or Ottawa.

Physical Requirements:

The usual and customary methods of performing the job's functions and supporting camp life and facilitating camp programming require the following physical demands: lifting, carrying, pushing, and/or pulling; stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The minimum physical requirements for this position include:

- a. Able to lift 20kg

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! 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 - 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 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.