



## JOB POSTING

March Break Day Camp Program Staff  
Toronto and Ottawa

### 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.

At Campfire Circle we are committed to ensuring employment is accessible within our organization by reducing financial barriers for summer staff members. Based on identified need, we may be able to assist with costs related to the job such as: camping equipment/gear, outdoor clothing, training/certifications, and transportation. If you require financial assistance related to the program, you are invited to make this known during the recruitment process.

### THE OPPORTUNITY

Do you have experience as a staff or volunteer working with children in a recreational setting? Do our values of care, community, inclusion, sustainability, and integrity resonate with you? And do you have a passion for working with children and youth, and a desire to join a collaborative, supportive staff team where you'll make lifelong connections and develop skills that will support your success in your future chosen career path? If so, we'd love to hear more about you below!

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.

We are searching for March Break Day Camp Program Staff to join our Community Programs Team in 2024.

Reporting to the Coordinator, Community Programs, this position will support March Break Day Camp. March Break Day Camps are being offered in Toronto, and Ottawa for campers between ages 4 - 14. This position will help lead activities and cabin groups for campers and support all campers and volunteers.



**Start Date: Sunday, March 10<sup>th</sup>, 2024**

**End Date: Friday, March 15<sup>th</sup>, 2024**

**Rate: \$700.00** (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 Facilitating**

- 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 mealtimes
- f) Support with supervision during rest hour periods.
- g) Implement all Camp policies and procedures when programming.
- h) Adhere to and enforce all safety policies and procedures.

**2. Communication and Administration**

- 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.

**3. Outreach**

- 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

**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 and for Campfire Circle.

**QUALIFICATIONS**

*Required Criteria:*

- Experience as a staff or volunteer working with children in a recreational setting
- Experience facilitating group programs
- Current police reference check and vulnerable sector screening
- In consideration of the population we serve, the incumbent is a non-smoker



*Advantageous Criteria:*

- Experience working with children with special needs.
- Demonstrated ability to work with families and an understanding of how illness impacts the entire family.
- Bilingual in English/French

*Particular Working Conditions:*

- In consideration of the population Campfire Circle serve, the incumbent is a non-smoker.
- 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:

- Able to lift 20kg

## TO APPLY

Qualified applicants are encouraged to apply by email at [careers@campfirecircle.org](mailto:careers@campfirecircle.org).

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 assistance 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/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- 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.