



JOB POSTING

Program Coordinator 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.

Do you have experience as a staff or volunteer working with children in a recreational setting? We are searching for **Program Coordinators** to join our Summer Staff Team in 2022.

Reporting to the Director, Overnight Programs, and working closely with the rest of the summer staff team, the Program Coordinator position is one of the senior staff team members of a paid summer staff team. In addition to facilitating the designated program area, it is the responsibility of the all-summer staff to actively support and provide resources to our volunteers throughout the summer.

The Program Coordinator will work with the summer staff team and sessional volunteers to provide our campers with a valuable camp experience. They will coordinate the accessible and inclusive non-activity programs during each session, which includes themes, elective style programming, all-camp programs, dining hall programming, and evening activities. They will work with staff and volunteers to ensure the delivery of an inclusive, accessible and creative camp programs.



Start Date: June 22, 2022

End Date: September 4, 2022

Rate: \$5,500 (for the full contract)

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

Key Accountabilities:

1. PROGRAMMING AND FACILITATING: 60%

- a) Collaborate with staff and volunteers to lead, plan and facilitate camp style programs for parents/guardians and campers aged 0-18 that is: safe, creative, challenging, accessible, experiential, ability and age appropriate, environmentally friendly and fun. This includes: sessional themes, choice style programming, large group all-camp programs, and dining hall programming.
- b) In conjunction with the Overnight Program Manager support creating the sessional schedule of programs and special programs and guests.
- c) Coordinate dining hall programming during camp meals, including meal time routines, themes, skits, songs and dances.
- d) Maintain equipment, track inventory, and report on needs for all camp programming and other sound/tech equipment.
- e) Update and prepare program plans for summer and for future program use.
- f) Adapt and adjust program activities from session to session based on feedback and experiences.
- g) Adhere to cleaning procedures and logging as trained and directed.
- h) 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.
- i) Ensure that camp programs incorporate camp values and traditions.

2. VOLUNTEER AND FAMILY SUPPORT: 20%

- a) Participate in risk management and Overnight Camp emergency procedures.
- b) Collaborate with medical team, Overnight Program Director and Manager, activity heads, Head of Waterfront, and Family and Volunteer Coordinator to ensure programs, games, and themes meet the considerations and needs of each participant.
- c) Assist in facilitation and administrative tasks of on-site volunteer trainings.
- d) Assist volunteers in providing general support and supervision to campers.
- e) Attend and participate in various program areas, staff meetings, and socials as required.
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3. COMMUNICATION AND ADMINISTRATION: 10%

- a) Evaluate and assess safety of camp programming and report on the achievement of overnight camp program, themes and camp wide program plans and goals.



- b) Support in camp office when Summer Office Manager is absent.
- c) Communicate programming needs and concerns to Camp Director and Manager.
- d) Ensure accident/incident report forms are completed.

4. **LEADERSHIP AND COMMUNITY: 10%**

- a) 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.
- b) Identify staff/volunteer concerns as they arise and alert the Camp Director and Manager of recurring or unresolved issues.

5. Perform other duties and responsibilities as assigned by Camp Director 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 that all staff be currently eligible to work in Canada.

Experience and 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 in planning and facilitation of camp themes and programs for large groups.
- c) or psychosocial needs as well as experience facilitating adaptive programming.
- d) Valid First Aid Certification for the duration of the contract or willing & able to successfully take the certification (paid for by CAMPFIRE CIRCLE).
- e) Comfortable speaking in front of large groups.
- f) A current G class driver's license, and eligible to be insured under CAMPFIRE CIRCLE Insurance Policy.
- g) Current police reference check and vulnerable sector screening.

Advantageous Criteria

- a) Overnight summer camp experience.
- b) Experience in outdoor education or adventure education.
- c) Ability to play a musical instrument and accompany and lead groups in songs.
- d) Experience in drama, Improv or public speaking.
- e) Demonstrated ability to work with children with serious illnesses and an understanding of how illness impacts the entire family.
- f) Demonstrated commitment to volunteerism or volunteer sector.
- g) Bronze Cross or NL certification.



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. Routine evenings and weekend commitments are required.
- b) In consideration of the population we serve, the incumbent is a non-smoker.

Physical Requirements

The usual and customary methods of performing the job's functions and supporting camp life require the following physical demands: lifting, carrying, pushing, and/or pulling; stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is largely performed in an outdoor environment.

The minimum physical requirements for this position include:

- Able to work outdoors in a variety of weather conditions
- 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 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, 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.