



## JOB POSTING

Summer Staff, Program Administration  
Toronto

### ABOUT US

#### Help Bring Back the Joy of Childhood

Since 1983, Campfire Circle has delivered healing through happiness to thousands of kids with cancer or serious illness and their families across Ontario. Our programs are offered in paediatric hospitals across Ontario, in local communities, and at our medically supported overnight camps, offering year-round experiences that provide life-changing moments of joy, connection, and resilience.

And we're just getting started. Today, over 40,000 kids in Ontario face serious illness, many without access to the psychosocial support they urgently need. That's why we have a bold vision: to grow from serving 3,000 campers a year to 10,000. We're building a passionate, talented team to help make that vision a reality. When you join Campfire Circle, you become an integral part of a dynamic team helping to transform the lives of thousands of kids with serious illness, alongside our dedicated community of volunteers and donors.

Help us give back the joy of childhood to every kid with serious illness who needs it most.

At Campfire Circle, we are committed to making employment accessible by reducing financial barriers for our summer staff. All required training and certifications for your role are provided at no cost, in accordance with the terms of employment. Based on identified need, we may also be able to assist with additional job-related costs such as loaning camping equipment, outdoor clothing or gear, and coordinating transportation options. If you require assistance to help make your employment with Campfire Circle more accessible, please let your manager or HR know after you are hired and before your start date.

### THE OPPORTUNITY

Do our values of care, community, inclusion, sustainability, and integrity resonate with you? And do you have 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 encourage you to apply through our on-line [Campfire Circle Summer Staff Application Form - 2026](#).

We are searching for Summer Staff, Program Administration to join our Summer Staff Team in 2026. This posting is for an existing vacancy for the upcoming summer season.

Reporting to the Manager, Database & Family Experience, the Summer Staff, Program Administration role is accountable for camper and volunteer administration associated with the Program Department. This role will provide support to the program admin team to ensure summer camp programs are reaching as many children and families as possible. They will be responsible for connecting with families to assist them with registration, as well as coordinating transportation to camp. This role will work with various teams across the organization, including program administration, medical, in-hospital, community, overnight, and volunteer teams.



**Start Date: Monday, May 18, 2026**

**End Date: Friday, Aug 28, 2026**

**Rate: \$11,100** (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. Camper administration and recruitment:**

- a) Support the camper and family registration process
- b) Process and approve camper and family paperwork including but not limited to family waivers and new family enrollment forms
- c) Support with camper family recruitment calls, inviting more families to join programs
- d) Email program related communications to families
- e) Prepare and track camper attendance at programs
- f) Support with coordinating transportation to camp programs
- g) Attend bus departures to support with camper attendance and flow
- h) Responsible for accuracy of camper and family information in the program database

### **2. Volunteer administration:**

- i) Working with the volunteer team, process and approve volunteer paperwork
- j) Responsible for the accuracy of volunteer records in the organization's databases and update as necessary

### **3. Other Administrative Support**

- k) Support with the management of program calendars and booking of spaces
- l) Relieve office reception as needed
- m) Support with the lost and found collection and return for campers and volunteers.
- n) Any other administrative duties as required

4. Perform other duties and responsibilities as assigned by Manager or their designate

## **ABOUT YOU**

In accordance with our mandate of creating a caring and safe environment for children with serious illnesses and their families, we require an attestation of childhood vaccinations, criminal record checks and vulnerable sector screenings depending on the age of the applicant. Seasonal boosters against Influenza and the most recent circulating strain of COVID are strongly encouraged. We also require TB testing for all our program-facing staff. Additionally, all our staff are required to be currently eligible to work in Canada and for Campfire Circle.

Our Campfire Circle summer staff bring boundless enthusiasm, a can-do attitude, and a commitment to creating unforgettable and meaningful experiences for campers and their families. Come join the Circle!

## QUALIFICATIONS

### *Required Criteria:*

- a) Excellent proficiency with Microsoft Excel and Word
- b) Excellent accuracy and organization
- c) Excellent oral and written communication skills in the English language
- d) Administrative experience
- e) Current G2 or G class driver's license and the ability to be covered by camp's insurance policy.
- f) New employees who are under 30 years of age at the time of hire will have their Criminal Record Check completed by the Organization, while those who are 30 years of age or older are required to obtain a Criminal Record Check with Vulnerable Sector Screening.
- g) **All members of the summer staff team must be at least 19 years of age by the start date of their contract.**

### *Advantageous Criteria:*

- a) Working knowledge of CampSite database
- b) Experience working with a database
- c) Experience working for a camp or non-profit organization
- d) Relevant education in administration, or related field
- e) Experience working with volunteers
- f) Proficiency in a second language (i.e. French, Arabic, Ukrainian, Mandarin, etc.)

### *Particular Working Conditions:*

- a) In consideration of the population we serve, the incumbent is a non-smoker.
- b) This position is based out of our Toronto office.
- c) Routine weekend commitments, and occasional evenings required
- d) Will require some travel within Ontario to support camper buses

## HOW TO APPLY

Qualified applicants are encouraged to apply through our online [Campfire Circle Summer Staff Application Form - 2026](#).

Don't meet every single requirement in this posting? Studies have shown that people of colour and individuals who are female identifying, 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!

*All tools may be utilized at any stage of recruitment for this role. 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 offer an employee assistance program accessible to all our summer staff team members.

## ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

Campfire Circle is deeply committed to fostering a diverse and inclusive workforce that reflects the rich diversity of the communities we serve. We welcome applications from racialized persons/persons of colour, Indigenous People from North America and around the world, persons with disabilities, 2SLGBTQIA+ individuals, and those who bring diverse perspectives and experiences. Our commitment is to provide equitable employment opportunities to all and to maintain a work environment 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 acknowledges that we operate on the traditional territory of many nations, including the Mississaugas 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.

On this land, we are grateful to share the magic of camp with children and families, and we endeavour to create a community of joy, hope and healing. Acknowledging the land that we occupy is just one small step on the path towards Truth and Reconciliation.