

## JOB POSTING

### Summer Staff – Resource Nurse Muskoka

#### 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 a Summer Staff – Resource Nurse to join our Summer Staff Team in 2026. This posting is for an existing vacancy for the upcoming summer season.

Reporting to the Nurse Coordinator – Overnight, the Summer Staff – Resource Nurse role is accountable for supporting the delivery of safe, high-quality, and compassionate medical care for children and youth attending Campfire Circle programs. Working closely with the Nurse Coordinators and medical volunteer team, this role helps ensure the readiness of the medical centres and the smooth operation of camp medical services. Resource Nurse serves as a key point person in the operationalization of medical policies as they relate to programming and plays an important role in fostering strong communication between medical and program teams on-site, ensuring consistency across sessions. In the pre-season, the Resource Nurse supports summer season preparations and

care planning, contributing to a safe, inclusive, and well-supported camp environment where campers can fully participate in the camp experience.

**Start Date: Monday, April 6, 2026**

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

**Rate: \$21,000** (for the full contract)

\*Training/virtual training dates may occur prior to this date and are included in your full contract rate\*

### **Key Accountabilities:**

#### **Pre-Season Accountabilities:**

- a. Work with the Campfire Circle Nurse Coordinators to prepare for the upcoming summer camp season.
- b. Collection and data entry of camper and volunteer specific medical information
- c. Contact camper families to review camper medical profile information, as delegated by the Nurse Coordinators.
- d. Assist with medical supply ordering and inventory pre-camp, throughout the summer and complete a closing inventory at summer season closing.
- e. Pre-season preparation of all First Aid Kits, Out-Trip First Aid packs, and Spill Kits.
- f. Pre-season set up of overnight camp medical facility and dispensary

#### **Summer Season Accountabilities:**

##### **Medical Staff Support**

Maintain strong communication between the Medical Centre, Camp Leadership, and Program Team. The Summer Staff Resource Nurse provides operational and clinical support to medical volunteers and staff, including:

- a. Supporting on-site volunteer and medical staff training
- b. Orienting medical staff to camp life, routines, and medical facility schedules
- c. Supporting inventory management and use of the online medical documentation system (CampSite)
- d. Assisting with medical preparation for out-trips

##### **Camper Medical Care**

Provide direct nursing care and support to campers, including:

- a. Reviewing health information for campers, staff, and volunteers
- b. Assisting with initial first-day camper assessments
- c. Providing first aid and triage; assessing and managing illness and injury for campers, staff, and volunteers
- d. Responding to major land and water emergencies and participating in debriefs
- e. Delivering individualized supportive and therapeutic care
- f. Supporting infection prevention and control practices
- g. Accompanying medical staff for off-site camper transfers as required
- h. Occasionally acting as an overnight on-call nurse during sessions

##### **Medical Facility Operations**

Ensure the Medical Centre is well-maintained and operational, including:

- a. Maintaining a clean, safe, and organized medical facility
- b. Supporting overall medical centre operations as assigned
- c. Working collaboratively with Charge Nurses and Nurse Coordinators to ensure appropriate staffing and support for campers with complex needs

### **Documentation**

Maintain accurate and timely medical records, including:

- a. Completing documentation in treatment records, medication records, and incident/accident reports
- b. Supporting the medical team in using CampSite (online charting system)
- c. Ensuring appropriate backup of digital documentation

### **Medication Administration**

Support safe medication management practices, including:

- a. Acting as a resource for teams during blister packing
- b. Supporting continuity of care through medication reconciliation
- c. Preparing, dispensing, and administering medications
- d. Administering scheduled, PRN, and over-the-counter medications
- e. Administering emergency medications (e.g., EpiPen) as required

### **Health Teaching & General Safety**

Promote a safe and healthy camp environment by:

- a. Supporting facilitation of medical staff and volunteer training sessions
- b. Assisting with planning and implementation of infection prevention strategies
- c. Teaching campers and staff about healthy communal living practices (e.g., hand hygiene, cleaning routines, personal health)
- d. Promoting health education related to sun safety, hydration, nutrition, and sleep hygiene

As well as the above, the Summer Staff Resource Nurse will abide by the staff Code of Conduct and maintain client confidentiality. The General Care Nurse will use skills, knowledge and judgement while practicing within their scope of practice deemed by the College of Nurses of Ontario. The nurse will provide quality care within camping guidelines set out by the Ontario Camps Association and the Children's Oncology Camping Association.

## **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) Registration with the College of Nurses of Ontario
- b) Current BLS (HCP) level C & First Aid
- c) Paediatric experience preferred.
- d) Demonstrated ability to work collaboratively and foster positive relationships within a team.
- e) 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.
- f) **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) Registered Nurse (RN)
- b) APHON Chemotherapy and Biotherapy Certification
- c) Experience working in a camp environment and/or working with children in a recreational setting.
- d) Current G2 or G class driver's license and the ability to be covered by camp's insurance policy.

### *Particular Working Conditions:*

- a) The role includes working outside for periods of time as well as indoors in the Medical Centre. The work schedule includes days, evenings, and weekends. There is occasional long-distance travel, whether by bus or car.
- b) Considering the population Campfire Circle serves, the incumbent is a non-smoker.

## 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/>.

~~~~~

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.