



## JOB POSTING

### Tripping Program Staff Muskoka

#### 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. To help reduce financial barriers for summer staff members, we have funding available to assist 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

Do our values of care, community, inclusion, sustainability, and integrity resonate with you? 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.

Campfire Circle will be running in-person overnight camp programs at both of our overnight camp locations, and community and day camp programs in the GTA, London, Ottawa and Hamilton.

Do you have experience as a staff or volunteer working with children in a recreational setting? We are searching for **Tripping Program Staff** to join our Muskoka Summer Staff Team in 2023.

Reporting to the Director, Overnight Programs and the Manager, Overnight Programs, and working closely with the rest of the summer staff team and our volunteers, the Tripping Instructors will work with co-instructors and sessional volunteers to provide our campers with a valuable tripping experience. The tripping program at our Muskoka site includes overnight



camping trips in various size and scope, including, but not limited to 1-3 overnight trips on and off-site as well as extended (5+ day) whitewater trips.

During your experience at Campfire Circle you will hone and develop your skills relating to group facilitation, planning creative, innovative and adaptive programs, public speaking, volunteer support and management, emotional resilience and compassion, and building personal and professional relationships within a team of like-minded co-workers and volunteers.

### **Muskoka Site**

**Start Date:** June 21<sup>st</sup>, 2023

**End Date:** September 3<sup>rd</sup>, 2023

**Rate:** \$5,000 (for the full contract)

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

### **Key Accountabilities:**

#### **1. PROGRAMMING AND FACILITATION: 60%**

- a) Development and Instruction of a Tripping program that is: safe, creative, challenging, accessible, experiential, ability and age appropriate, environmentally friendly, and fun.
- b) Lead campers and staff in packing, route prep, risk management and overall camping/canoe trip preparation
- c) Lead 1 night on-site camping overnights, 2 night off-site canoe trips as well as support preparation of the of other trips including, but not limited to 3 night Leadership canoe trips.
- d) Work with the Head of Waterfront and Overnight Program Manager to adapt and adjust curriculum and activities from session to session based on feedback and experiences
- e) Support in lifeguarding of recreational waterfront swimming and paddle sport activities when needed
- f) Assist with swim/boat testing for all campers, staff and volunteers
- g) Maintain equipment, track inventory, and report on needs for program growth
- h) Adhere to cleaning procedures and logging as trained and directed.
- i) 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
- j) Ensure that camp programs incorporate camp values and traditions

#### **2. VOLUNTEER AND FAMILY SUPPORT: 20%**

- a) Participate in risk management with the program area and site emergency procedures
- b) Assist in facilitation of on-site volunteer trainings
- c) Support the planning, prepping, and execution of camp wide programs, theme, and other activities
- d) Support, coach, and lead volunteers in achieving safe, fun, and engaging programs.
- e) Assist volunteers in providing general support and supervision to campers and families.
- f) Attend and participate in various program areas, staff meetings, and socials as required.

g) Support with summer bus programs and bus chaperoning as needed

**3. COMMUNICATION AND ADMINISTRATION: 10%**

- a) Support the task of ensuring the program binder is kept up to date (activity plans, inventory, and camper records,).
- b) Communicate Tripping Program needs and concerns to the Head of Waterfront and Overnight Program Manager.
- c) Report on the achievement of site specific program plans and Tripping Program plans.
- d) Ensure accident/incident report forms are completed.
- e) Produce an end of summer report capturing daily procedures, reflections on the summer and notes for future staff members in this role

**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 Camp Management of recurring or unresolved issues.

5. Perform other duties and responsibilities as assigned by their Manager 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 in a camp environment and/or working with children in a recreational setting.
- b) Experience working with children with disabilities and/or additional physical, behavioural, and/or psychosocial needs as well as experience facilitating adaptive programming.
- c) Experience planning and facilitating canoe trips
- d) Experience teaching canoeing skills
- e) Valid Bronze cross or NL certification or willing & able to successfully complete the certification (paid for by Campfire Circle).
- f) Valid Standard First Aid & CPR-C certification for duration of the contract or willing & able to successfully take the certification (paid for by Campfire Circle).
- g) Demonstrated ability to manage high risk activities
- h) Clear police reference check and vulnerable sector screening



### *Advantageous Criteria*

- a) Overnight summer camp experience.
- b) Experience in outdoor education or adventure education
- c) Demonstrated ability to work with children with serious illnesses and an understanding of how illness impacts the entire family
- d) Demonstrated commitment to volunteerism or volunteer sector
- e) ORCKA Flatwater Instructor Certification
- f) A current G or G2 Class driver's license, and eligible to be insured under camp insurance policy.

### *Particular Working Conditions:*

- a) This position requires living at the Muskoka 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 Campfire Circle serves, 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, working at heights. The minimum physical requirements for this position include:

- Able to work outdoors in a variety of weather conditions
- Able to carry a canoe with assistance
- Able to paddle a canoe and camp outdoors for extended periods of time in varying weather conditions
- Able to co-lead overnight canoe trips and sleep in a tent
- Able to lift 20kg

## **TO APPLY**

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