



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. 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 **Tripping Program Staff** to join our Muskoka Summer Staff Team in 2022.

Reporting to the Head of Waterfront 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 across the lake from main camp, 2 night trips in Mississauga Provincial Park, 3 night trips in the Haliburton Highlands and an 8 night white-water canoe trip.

Start Date: June 24, 2022

End Date: September 4, 2022

Rate: \$4,500 (for the full contract)

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



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 camping overnights for intermediate campers and 2 night off-site canoe trips with senior campers as well as support preparation of the 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) Fill as instructor for other waterfront activities when team members are on time off or unable to fulfill their duties.
- g) Assist with swim/boat testing for all campers, staff and volunteers.
- h) Maintain equipment, track inventory, and report on needs for program growth
- i) Adhere to cleaning procedures and logging as trained and directed.
- j) 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.
- k) 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.

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 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.

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 take the certification (paid for by CAMPFIRE CIRCLE).
- f) If applicant has Bronze Cross certification, valid First Aid 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.

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 Class driver's license, and eligible to be insured under CAMPFIRE CIRCLE's 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 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, 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. **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.