



JOB POSTING

Volunteer 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 an admin staff or volunteer working with children in a recreational setting? We are searching for **Volunteer Coordinators** to join our Summer Staff Team in 2022.

Reporting to the Manager, Volunteer Program and the Director, Overnight Programs, and working closely with the rest of the summer staff team and our volunteers, the Volunteer 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.

Primary responsibility will be supporting and training staff and volunteers in providing parents/guardians and campers aged 0-18 with a safe, accessible and inclusive camp experience. As a part of their role of supporting volunteers, they will be responsible for welcoming, orienting, evaluating, and helping to lead the onsite training of sessional volunteers in conjunction with the Director of Overnight Programs and year round Volunteer Program Coordinator. The Volunteer Coordinator will work to ensure that all volunteers feel well supported and included during their time at overnight camp.



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. VOLUNTEER PROGRAM SUPPORT: 50%

- a) Work with Director of Overnight Programs and year round Manager, Volunteer Program and Coordinator, Volunteer Program (Volunteer Support team) to plan and execute on-site volunteer trainings.
- b) Ensure the knowledge and training of on camp rules, supervision, communication, safety and emergency procedures are understood by each volunteer.
- c) Ensure volunteers are oriented to the facilities and site.
- d) Provide informal feedback and recognition and meet with each volunteer throughout each session to provide formal feedback, including feedback on their support of camper and families.
- e) Work with Overnight Program Director and Volunteer Support team to plan, prepare and execute a training session that explains and prepares summer staff for their responsibilities to promote volunteer support and integration.
- f) Create open and positive lines of communication between the volunteers, summer staff team, and year round staff team.
- g) Ensure volunteers feel supported, well equipped, and valued in their volunteer experience.
- h) Lead session volunteer Social Coordinators with planning and execution of volunteer socials.
- i) As directed by Director of Overnight Programs and Manager, Volunteer Program, lead onsite volunteer recognition.
- j) Support, coach, and lead volunteers in achieving safe, fun, and engaging programs.
- k) Attend and participate in various program areas, staff meetings, and socials as required.

2. CAMPER AND PROGRAM SUPPORT: 10%

- a) Participate in risk management and site emergency procedures.
- b) Fill in and provide support in all activity areas as necessary when other team members or volunteers are on time off.
- c) Ensure and enforce overall camp cleanliness and ensure that programming all areas are safe and clean at all times.
- d) Adhere to cleaning procedures and logging as trained and directed.
- e) 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.
- f) Ensure that camp programs incorporate camp values and traditions.



3. SUPERVISION AND MANAGEMENT: 20%

- a) In collaboration with Camp Director and Manager, supervision of the volunteer team, including offering feedback, performance evaluation, and program development.
- b) Collaborate with the Director of Overnight Programs and year round Volunteer Support Team to collect peer evaluations and create written evaluation for each volunteer.
- c) Collaborate with Overnight Program Manager to schedule volunteer time off.
- d) Support the planning and facilitation of pre-camp summer staff training.

4. COMMUNICATION AND ADMINISTRATION: 10%

- a) Communicate volunteer needs to Overnight Camp Director and Volunteer Support team and create support plan when necessary.
- b) Update Volunteer database with relevant notes, as applicable.
- c) Provide relevant Volunteer program updates during weekly volunteer/staff meetings.
- d) Support Overnight Camp Director in the cabin groups for volunteer.
- e) Report on the achievement, accessibility, and inclusivity of volunteer program goals and plans.
- f) Ensure accident/incident report forms are completed.

5. 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 Overnight Program Director of recurring or unresolved issues.

6. Perform other duties and responsibilities as assigned by Camp Director, Manager, Volunteer Program 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 working with children with disabilities and/or additional physical, behavioral, and/or psychosocial needs as well as experience facilitating adaptive programming.
- c) Experience supervising staff and/ or volunteers.
- d) Valid First Aid for the duration of the contract or willing & able to successfully take the certification (paid for by CAMPFIRE CIRCLE).



- e) Current 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) A current G Class driver's license, and eligible to be insured under CAMPFIRE CIRCLE's Insurance Policy.
- f) 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 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 work at heights while supporting campers on High Ropes and Challenge courses
- 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.