



JOB POSTING

Volunteer Coordinators 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 **Volunteer Coordinators** to join our Muskoka Summer Staff Team in 2023.

Reporting to the Director, Overnight Programs and Program Coordinator, Volunteers, 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.

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.

Start Date: June 18th, 2023

End Date: September 3rd, 2023

Rate: \$5,500 (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. VOLUNTEER PROGRAM SUPPORT: 50%

- a) Work with Director of Overnight Programs and year round Volunteer Program Coordinator 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 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 planning and execution of volunteer socials.
- i) Support, coach, and lead volunteers in achieving safe, fun, and engaging programs.
- j) 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 Program Coordinator 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 Program Coordinator and create support plan when necessary.
- b) Support Overnight Camp Director in the cabin groups for volunteers
- c) Report on the achievement, accessibility, and inclusivity of volunteer program goals and plans.
- d) Ensure accident/incident report forms are completed.
- e) Responsible for producing an end of summer Session Report to capture best practices and support future staff taking on this role

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 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 supervising staff and/ or volunteers.
- d) 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).
- 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 or G2 Class driver's license, and eligible to be insured under camp policy.
- f) Bronze Cross or NL certification.

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 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(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 - 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 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.