



JOB POSTING

Waterfront 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 **Waterfront Coordinator** staff to join our Summer Staff Team in 2022.

Reporting to the Director, Overnight Programs, and working closely with the rest of the summer staff team and our volunteers, the Waterfront Coordinator 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 overseeing waterfront program areas along with leading a team of volunteer lifeguards to provide a safe and engaging program for families and campers aged 0-18 at family or camper overnight camps with a valuable waterfront experience. Other duties include: planning, training and coordinating waterfront emergency procedures. In addition, the Waterfront Coordinator is responsible for supporting volunteer instructors, and overseeing the



safety of all waterfront activities including swimming, paddle boarding, canoeing and kayaking, and sailing (Rainbow Lake only) with support of waterfront activity instructors.

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. PROGRAMMING AND FACILITATION: 40%

- a) Development and instruction of swimming program in a lake waterfront environment that is: safe, creative, challenging, accessible, experiential, ability and age appropriate, environmentally friendly, and fun.
- b) Lifeguard recreational waterfront swimming and other waterfront activities.
- c) Maintain equipment and track supply inventory, ensure that all necessary supplies are re-stocked as required.
- d) Fill in as instructor for other waterfront activities when team members are on time off or unable to fulfill their duties.
- e) Work with Overnight Program Manager to adapt and adjust curriculum and activities from session to session based on feedback and experiences.
- f) Adhere to cleaning procedures and logging as trained and directed.
- g) 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.
- h) Ensure that camp programs incorporate camp values and traditions.

2. LIFEGUARDING & WATERFRONT SAFETY: 10%

- a) Oversee risk management of all waterfront activities and the waterfront emergency procedures.
- b) Lead, train and coach summer staff and volunteer team in waterfront emergencies and emergency procedures as well as participate in risk management and Site emergency procedures.
- c) Demonstrate knowledgeable and skill in standards and procedures at all waterfront areas in accordance with, but not limited to the standards of CAMPFIRE CIRCLE, the guidelines of the Ontario Camps Association (OCA).
- d) Demonstrates strong skill level in lifeguarding standards, practicing preventative guarding.
- e) Follow safety procedures as trained and instructed and provide first aid and water rescue as required.
- f) Lead and coordinate swim/boat testing for all campers, staff and volunteers.



3. VOLUNTEER AND CAMPER SUPPORT: 15%

- a) Collaborate with medical team, site directors, and Family and Camper Specialist to ensure program and activities meet the considerations and needs of each participant.
- 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.

4. SUPERVISION AND MANAGEMENT: 15%

- a) Supervising, directing and overseeing the instruction and experience of all participants (campers, families, and staff) on the waterfront.
- b) In collaboration with Camp Director and Manager, supervision of the waterfront team of summer staff team including offering feedback, performance evaluation, and program development.
- c) Coordinate staff and volunteer lifeguard schedule for facilitation and time off.
- d) Oversee and monitor program curriculum planning and development to maintain program standards during growth.

5. COMMUNICATION AND ADMINISTRATION: 10%

- a) Tracking and documenting of camper and volunteer swim test results.
- b) Evaluate and assess safety of the waterfront and ensure camp waterfront procedures and activities are in line with the OCA standards.
- c) Communicate Waterfront Program Area needs and concerns to the Camp Director
- d) Report on the achievement of site specific program plans and Waterfront Program plans.
- e) Ensure accident/incident report forms are completed.

6. 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 director and Manager of recurring or unresolved issues.

7. 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.

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 supervising staff and/or volunteers.
- c) Experience working with children with disabilities and/or additional physical, behavioral, and/or psychosocial needs as well as experience facilitating adaptive programming.
- d) Pool or waterfront lifeguarding experience.
- e) Experience facilitating waterfront programming and management of waterfront activities and lifeguard teams.
- f) NL certification or willing & able to successfully take the certification (paid for by CAMPFIRE CIRCLE).
- g) Pleasure Craft Operator's License or willing & able to successfully take the certification (paid for by CAMPFIRE CIRCLE).
- h) Current police reference check and vulnerable sector screening.
- i) Demonstrated ability to manage high risk activities.

Advantageous Criteria

- a) Overnight summer camp experience.
- b) Experience in outdoor education or adventure education.
- c) Lifesaving Society or Red Cross Swim Instructor Certification.
- d) Demonstrated ability to work with children with serious illnesses and an understanding of how illness impacts the entire family.
- e) Demonstrated commitment to volunteerism or volunteer sector.
- 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 or Rainbow Lake campsite for the duration of the contract – room and board is provided.
- 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 lake environment.

The minimum physical requirements for this position include:

- Able to physically assist camper participants in the water and from the water
- Able to work outdoors in a waterfront environment for extended periods of time in a variety of weather conditions
- 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.