



Camp Ooch & Camp Trillium Community Programs Specialist

Overall Purpose

Reporting to the Manager, Community Programs, the Community Program Specialist is accountable for developing safe, fun and engaging camp-style programs that meet the needs of campers and families. This position will work to provide the safest and most enriching year-round camp experience through Camper and Family Programs. While this position plans and facilitates programming across Ontario, it will be primarily positioned in Toronto.

Specific Accountabilities

1. Planning (10%)

- a) Participate in development, execution and monitoring of Camp Ooch & Camp Trillium's short- and long-term plans for all programming designed to meet the goals for strategic growth.

2. Programming (60%)

Community Programs: (50%)

- a) Create and facilitate safe, fun and engaging camp-style programs that meet the needs of campers and families at Community Programs.
- b) Design intentional camp-style programs for campers and families that provide a unique opportunity for growth through challenging, fun, enriching and magical experiences.
- c) Support, coach and lead volunteers in achieving safe, fun and engaging programs that facilitate friendship and fun
- d) Support and facilitate guest programs including initiating, developing and maintaining relationships with external contacts
- e) Support the Summer Day Camp programs and/or may support offsite overnight programs including camping trips

In-Hospital Programs: (10%)

- a) Create and facilitate safe, fun and engaging camp-style programs in a hospital setting that meet the needs of patients receiving care. This includes group and individual play programming waiting areas, play-rooms and bed-side.
- b) Develop and maintain positive and supportive working relationships with Medical Staff and Child Life.

3. Logistics (10%)

- a) Confirm all bookings, necessary permits and/or contracts required for programs are approved and submitted on time, partnering with the Operations Department.
- b) Responsible for supply shopping and ordering for Community Programs while adhering to budget.

4. Communication and Administration (10%)

- a) Complete all administrative tasks required in the planning and follow up of Community Programs including documenting photographs and camper stories and tracking and maintain accurate systems for gift-in-kind donations in collaboration with Development

5. Outreach (10%)

- a) Reach out to and develop meaningful relationships with campers and their families on behalf of Camp Ooch & Camp Trillium at both Community and In-Hospital Programs.
- b) Promote Camp Ooch & Camp Trillium programs to patients and families in efforts to recruit and support every child eligible to participate in Community and Overnight Programs.
- c) Inform, educate and support families through the registration process.
- d) Promote Camp Ooch & Camp Trillium programs to medical staff and assist with speaking engagements on behalf of Ooch.



Particular Working Conditions:

- a) This position will be working a scheduled 40 hour work week, lieu time is granted where applicable.
- b) This position involves significant evening and weekend commitments.
- c) This position will involve travelling across Ontario and will occasionally involve an overnight stay.
- d) The position may have the opportunity to attend Summer Overnight Camp, Day Camp, and/or a Weekend at Camp.
- e) This position involves working in emotionally challenging environments and working with families in crisis
- f) This position will occasionally support Camp Ooch & Camp Trillium rental groups.
- g) As Camp Ooch & Camp Trillium continues to grow to serve more families in more places, this position will evolve and may include changes to working conditions and responsibilities.

Experience and Qualifications:

Required Criteria

- a) Experience facilitating group programs
- b) Experience as a staff or volunteer in a camp and/or hospital environment, or working with children in a recreational setting
- c) Comfort working in a hospital setting with seriously ill children
- d) Experience working with children with special needs
- e) Strong oral and written communication skills
- f) Post-secondary education
- g) Current driver's license
- h) Current police reference check
- i) Insurable under Camp Ooch & Camp Trillium Driving Insurance Policy

Physical Requirements:

Ability to stand for prolonged periods of time; working in indoor and outdoor environments, continuous computer activity; ability to lift up to 50lbs and extended work for extended periods of time for programming and event execution

Benefits

This position offers a competitive salary, full benefits package, vacation, and professional development.

To Apply

Please send a cover letter, resume and expected salary to careers@ooch.org with the email subject reading **2020005 – Community Programs Specialist**

We will commence screening applicants on March 9, 2020. This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Camp Ooch & Camp Trillium, please visit www.ooch.org - No phone calls please

Applying by mail is also acceptable and needs to be addressed to the attention of:
Human Resources, Camp Ooch & Camp Trillium, 464 Bathurst St., Toronto, ON M5T 2S6

Equal Employment Opportunity

Camp Ooch & Camp Trillium invites applications from all qualified individuals. We are committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accessibility

Upon request, Camp Ooch & Camp Trillium will provide to applicants with disabilities, accommodations that take into account the applicants' accessibility needs, in order to facilitate participation in the recruitment, assessment, selection and hiring stages.