



Camp Ooch & Camp Trillium

Job Description: Coordinator, Community Programs

About Camp Ooch & Camp Trillium

A diagnosis of childhood cancer changes life in an instant. For affected children and families, it can suddenly feel like everything is about cancer.

Camp Ooch & Camp Trillium (merged in 2020) offers a different journey, where kids with cancer can just be kids, and families connect with a community of strength and support when they need it the most.

So much more than a summer camp—we offer the social cure for childhood cancer. Our camp-inspired programs deliver fun, friendship, and community to children and families at no cost to them year-round, all across Ontario. New in 2020 are virtual camp opportunities reaching kids and families living in isolation—at home or in the hospital—wherever they are! Cancer changes a child's life. So does camp. And so can you. Learn more at www.ooch.org.

Overall Purpose

The Coordinator, Community Programs is accountable for developing safe, fun and engaging camp-style programs that meet the needs of campers and families. This position works to provide an enriching year-round camp experience directly to children and families through community and hospital programs in Ontario. While this position plans and facilitates Community Programs in several regions across Ontario, it will be primarily positioned in Toronto.

The key accountabilities within the role are short-term and long-range program planning, creation and facilitation of both community and in-hospital programs, internal/external communication for coordination of community programs, program administration and program-related outreach.

Reports to: Senior Manager, Community Programs

Experience and Qualifications:

Required Criteria

- a) Minimum post-secondary education;

- b) Minimum two years of experience as a staff or volunteer working with children in a recreational setting;
- c) Experience facilitating group programs;
- d) Comfortable working in a hospital setting with seriously ill children;
- e) Experience working with children with a variety of physical and development abilities;
- f) Current police reference check and vulnerable sector screening;
- g) Current driver's license;
- h) Insurable under Camp Ooch & Camp Trillium's driving insurance policy.

Advantageous Criteria

- a) Experience teaching skill-based activities including but not limited to music, arts and crafts, drama and magic;
- b) Experience supporting challenging behaviours;
- c) Experience creating or facilitating Virtual programming for children;
- d) Knowledge of the Zoom platform;
- e) Demonstrated ability to work with families and an understanding of how illness impacts the entire family;
- f) Camp experience;
- g) Experience working with a volunteer population.

Personal/Professional Characteristics

Enthusiastic, creative, collaborative, camper-focused, detail orientated, excellent time-management and organizational skills, flexible, diplomatic, excellent oral and written communication, able to meet deadlines and work well under stress, problem solving skills, able to work independently and with a team, ability to apply principles of child development to programs, an awareness and understanding of children's behaviour and the ability to support them.

Particular Working Conditions:

- a) Working significant evenings and weekends;
- b) Occasionally driving long distances, with overnight stays;
- c) Working a very flexible schedule;
- d) Regularly working in a hospital setting;
- e) Working in an open office setting;
- f) This position involves working in emotionally challenging environments and working with families in crisis;
- g) Occasionally working outside for long periods of time, specifically in the summer season. This includes but not limited to, 2-3 day camping trips and day camps throughout the summer;
- h) The position may have the opportunity to attend Summer Overnight Camp, and/or a Weekend at Camp;
- i) This position may support rental groups if needed;
- j) In consideration of the population Camp Ooch & Camp Trillium serve, the incumbent is a non-smoker.

Physical Requirements:

The usual and customary methods of performing the job's functions require the following physical demands: frequent lifting, carrying, pushing, and/or pulling;

standing for long periods of time, packing and unpacking vehicles and program spaces, stooping, kneeling, crouching, and/or crawling; sleeping in a tent, and fine finger dexterity. The minimum physical requirements for this position include being able to lift 20kg. This position involves working outdoors in various environments and temperatures. The job is performed in a generally hazard free environment and in a clean atmosphere.

Compensation & Benefits

This position offers a competitive annual salary range of \$44K - \$50K, 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 **2021025 – Community Program Coordinator**.

We will expect to commence screening applicants the week of August 9th, 2021. 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.

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.