Camp Oochigeas is a privately funded organization that provides children with cancer and children affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

**Position Summary**
Oochigeas is a volunteer based program and the following position is one of the senior team leaders 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 over 500 volunteers throughout the summer.

Primary responsibility will be overseeing the land programs, and leading a team of staff and volunteer instructors to provide a safe and engaging program for campers aged 6-18. The Head of Land Activities is responsible for supporting staff and volunteer instructors, and overseeing the safety of all land activities including archery and accessible sports, arts and crafts, music, nature, woodshop, drama and dance with the support of the instructors for these program areas.

**Reports to:** Assistant Manager, Overnight Programs

**Contract Dates:** June 17th to August 30th, 2020

**Specific Accountabilities**

1. **Planning (5%):**
   a) Monitor and report on the achievement of Overnight Program plans and Land Activity Program plans

2. **Programming and Facilitation (45%):**
   a) Fill as instructor when team members are on time off or unable to fulfill their duties
   b) Adapt and adjust curriculum and activities from session to session based on feedback and experiences

3. **Volunteer and Camper Support (25%)**
   a) Assist in facilitation of on-site volunteer trainings
   b) Coach and support volunteers in planning, prepping, and execution of camp wide programs, theme, and other activities
   c) Support, coach, and lead volunteers in achieving safe, fun, and engaging programs at land activities program areas.
   d) In collaboration of Volunteer Program Coordinator, provide onsite support of sessional Volunteer Social Coordinators.
   e) Assist volunteers in providing general support and supervision to campers
   f) Support with summer bus programs and bus chaperoning as needed
g) Attend and participate in various program areas, staff meetings, and socials as required
h) Participate in risk management and Overnight Camp emergency procedures

4. **Supervision and Management (15%)**
   a) Supervising, directing and overseeing the instruction and experience of all participants at land activity program areas
   b) In collaboration with Camp Management, supervision of the land activities team of summer staff team (Archery and Accessible Sports Instructor, Arts Instructor, Music Instructor, Explore Instructor, Woodshop Instructor, Drama and Dance Instructor), including offering feedback, performance evaluation, and program development.
   c) Scheduling of all staff and volunteer instructors for land activities
d) Oversee and monitor program curriculum planning and development to maintain standards during growth

5. **Communication and Administration (10%)**
   a) Evaluate and assess safety of land program areas and ensure activities are in line with the OCA standards.
   b) Tracking inventory and budget for each activity area.
   c) Collaborate and communicate with Medical Team and Head of Camp Support to properly support and care for campers at land activities
d) Fill in for Summer Office Manager to complete administrative Camp Office tasks on time off.

**Experience and Qualifications**

**Required Criteria**
- Experience as a staff or volunteer in a camp environment and/or working with children in a recreational setting
- Experience working with children with special needs
- Experience facilitating outdoor camp activities
- Experience supervising staff or volunteers
- Valid Bronze Cross or First Aid for duration of contract

**Advantageous Criteria**
- An understanding of the power of camp
- Experience facilitating adaptive programming
- Experience in outdoor education or adventure education
- Level 1 ACCT High Ropes Instructor
- Overnight camping experience (does not need to be canoe trips)
- Demonstrated ability to work with children with serious illnesses and an understanding of how illness impacts the entire family
- Demonstrated commitment to volunteerism or volunteer sector
- A current driver’s license, and eligible to be insured under Camp Oochigeas’ Insurance Policy
- Bronze Cross or NLS certification

**Particular Working Conditions**
- In consideration of the populations Ooch serves, the incumbent is a non-smoker
- This position requires living at the Ooch Muskoka campsite for the duration of the contract – room and board is provided.

**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.**

The minimum physical requirements for this position include:

- Able to lift 20kg
- Able to work outdoors in a variety of weather conditions

**Equal Employment Opportunity**
Camp Oochigeas invites applications from all qualified individuals. Camp Oochigeas is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal 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 Oochigeas 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.

All members of the summer staff team must be at least 19 years of age. This is a paid residential summer contract position at our site near Rosseau, Ontario. All hires will be contingent on positive references, a police check with vulnerable sector and a medical screening. If you have questions please contact Miriam Paas, Overnight Camp Manager at 416-961-6624 x 256.

**Our application process is ongoing. Job opportunities will be posted at www.ooch.org until they are filled. Screening will begin January 6th, 2019**

**To apply, please send resume and cover letter to:**
Email: careers@ooch.org
Subject line must state “Application to Head of Land Activities”

Or

Human Resources
Camp Oochigeas
464 Bathurst St.
Toronto, ON
M5T 2S6