



Camp Ooch & Camp Trillium

Job Posting: Manager, Overnight Program

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.

Cancer *changes* a child's life. So does camp. And so can you. Learn more at www.ooch.org.

Location: Each of the two Manager, Overnight Programs roles will support one of our overnight camp sites- one in Muskoka, Ontario and one in Waterford, Ontario. The role will require the ability to travel frequently to these sites as well as long stays on site, especially in the summer. When not at camp, the staff will work at one of our office locations in either Toronto or Hamilton.

This role is currently working remotely from home. We expect this to be a hybrid work from office/work from home role in the future.

Position Summary

Reporting to the Director, Overnight Camp at their assigned site, the *Manager, Overnight Program* will be accountable for development, delivery, and management of safe, fun and engaging camp-style programs that meet the needs of campers, families, staff, and volunteers at Overnight Camp Programs. This position oversees all elements of year round overnight programs. They are a key leader in the planning, risk management, and facilitation of camp, as well as volunteer and camper support. Key accountabilities for this role include planning, overnight camp programming, camper and family relationship management, overnight staff and volunteer management, and occasional support for rental groups utilizing their site. This role includes managing seasonal summer staff (approximately 20 staff members) as well as seasonal weekend program staff throughout the year.

Experience and Qualifications:

Required Criteria

- a) Post-secondary education in related field or 3+ years equivalent work-related experience

- b) 3+ years leadership experience in the camping industry
- c) Demonstrated ability to manage people
- d) 3+ years of experience working with children with complex needs and considerations
- e) Experience working with a volunteer population
- f) Personable and able to develop a positive rapport with people with a range of experiences and professional backgrounds
- g) Strong oral and written communication skills
- h) Comfortable presenting to large groups and facilitating large group programs
- i) Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- j) Current police reference check and vulnerable sector screening
- k) Current G Class driver's license
- l) Insurable under Camp Ooch & Camp Trillium's driving insurance policy.

Advantageous Criteria

- a) Demonstrated ability to work with families and an understanding of how illness impacts the entire family
- b) Therapeutic Crisis Intervention (TCI), Nonviolent Crisis Intervention (NVCI), or similar certification or training
- c) Current CPR/First Aid Certification
- d) Current Bronze Cross or NLS certification
- e) Current and/or obtained certification in ACCT Level 1 or 2 (ropes course).

Personal/Professional Characteristics

Enthusiastic, passionate, self-starter, excellent time-management and organizational skills, flexible, adaptable, diplomatic, able to work in a small office environment and on-site at overnight camp, excellent oral and written communication skills, able to meet deadlines and work well under stress, analytical, problem solving skills, sense of fiscal responsibility, able to work independently and with a team, and a commitment to programming for children and families with complex needs and considerations.

Particular Working Conditions:

- a) This position involves living onsite at one of our overnight sites June through August, as well as approximately twelve Fall, Winter and Spring Weekends. Arrangements are available to have one's family and/or partner join the incumbent during these periods
- b) This position works in a variety of work settings including but not limited to: remote, open office setting, working outside for long periods of time in hot and cold weather conditions
- c) This position requires routine evenings and weekend commitments, a flexible schedule, and routine long distance driving
- d) This position involves working in emotionally challenging environments and working with families in crisis
- e) In consideration of the population Camp Ooch & Camp Trillium serve, the incumbent is a non-smoker.

Compensation & Benefits

This position offers a salary in the range of \$55,000-\$58,000, commensurate with experience, full benefits package, vacation, and professional development opportunities.

To Apply

Please send a cover letter and resume to **careers@ooch.org** with the email subject reading **Manager, Overnight Program**. *Please ensure to specify which site you are applying to- Ooch Muskoka or Rainbow Lake.*

We will expect to commence screening applicants the week of July 5, 2021, with a targeted start date ASAP. 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.