



## CQ Employment Opportunity

### Medical Coordinator

**Location:** Toronto, ON

**Salary Range:** \$15,000 - \$19,000, based on experience.

**Reports to:** Sr. Director, Operations and Strategy

**Working Conditions:** Part-time permanent, 1 day a week during the off-season (September-June) and full-time in the summer (July-August). Day, evening, and weekend availability required.

**Direct Reports:** Regional Medical Coordinators, Summer General Care Nurses

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### About Camp Quality Canada

Camp Quality Canada (CQC) strives to provide fun and empowering camp and virtual program experiences for kids affected by cancer and blood disorders and their families. Where childhood cancer families find joy and hope through the healing power of laughter and optimism, shared experiences and ongoing support. Originally founded in Australia in 1983, the Camp Quality name quickly spread throughout the world. Today, there are 4 Camp Quality organizations operating in 4 countries around the world. CQC is a grassroots volunteer-driven organization with a dedicated team of volunteers across Canada. CQC has a small staff team of 5 FTE primarily based in Toronto.

### Opportunity Overview

The Medical Coordinator reports to the Senior Director, Operations and Strategy and is responsible for overseeing medical care across our summer camps. This includes supporting and supervising Regional Medical Coordinators (RMCs), delivering training, and ensuring compliance with medical protocols and camping standards. The role involves travel with the Support Travel Team during the summer to provide on-site medical oversight. The ideal candidate will have strong leadership, communication skills, and experience in healthcare settings, particularly in pediatrics and oncology.

### Responsibilities

#### Volunteer Support:

- Provide support to Regional Medical Coordinators (RMCs) to ensure consistent delivery of high-quality medical care across all regional teams.
- Act as the primary point of contact and support for RMCs, addressing questions, challenges, and unique medical scenarios.
- Conduct regular check-ins with RMCs to evaluate their needs, gather feedback, and provide solutions.





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### **Training and Development**

- Develop and deliver comprehensive training programs for RMCs and other camp volunteers on medical protocols.
- Organize ongoing education sessions and workshops to ensure RMCs remain current with best practices, regulatory requirements, and emerging medical considerations.
- Create and update training materials, medical guidelines, and resources to support regional teams.

### **Medical Oversight and Policy Development**

- Develop, implement, and maintain standardized medical policies and procedures that comply with provincial and federal healthcare regulations and align with camping association standards (e.g., Ontario Camps Association, Children's Oncology Camping Association, or other provincial bodies).
- Collaborate with RMCs to ensure consistency in medical care, documentation, and operational alignment with accreditation standards.
- Conduct periodic audits of regional medical operations to identify opportunities for improvement and to ensure compliance with all relevant standards.

### **Camper and Program Support**

- Support RMCs in reviewing camper and volunteer medical forms, identifying needs, and addressing risks prior to camp sessions.
- Provide direct consultation or assistance during escalated medical emergencies or complex situations during camp programs.
- Act as a liaison for parents and guardians regarding health concerns or questions about their child's participation in the program.

### **Administrative Duties**

- Maintain detailed and confidential records of medical incidents, volunteer training completion, and feedback.
- Contribute to post-camp evaluations and collaborate with the Support Centre team to refine policies and processes.
- Assist with recruitment, onboarding, and orientation of new RMCs to ensure regional teams are well-supported.

### **Summer Travel:**

- Join the Support Travel Team during the summer, visiting camp locations across Canada to provide on-the-ground support for RMCs and their medical teams.
- Assist with the delivery of high-quality medical care and ensure medical protocols are followed consistently across all camp locations.





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- Collaborate with regional teams to address in-person medical and logistical challenges and provide hands-on training as needed.

### What We're Looking For

- Current license with the College of Nurses of Ontario (CNO) and eligibility for temporary licensure in Alberta and Manitoba.
- RNAO (Registered Nurses' Association of Ontario) membership.
- Valid CPR Certification.
- Minimum of 3 years of clinical nursing experience, preferably in a pediatric oncology/hematology healthcare setting.
- Competence in the use and maintenance of medical devices, including Central Venous Access Devices (CVADs) and G-Tubes.
- Proven ability to develop and deliver training programs for healthcare teams or volunteers.
- Demonstrated ability to thrive in dynamic settings, including non-traditional or camp-based environments, with strong problem-solving skills.
- Ability to build and maintain positive relationships with families, particularly in pediatric or oncology contexts.
- Strong verbal, written, and organizational skills to manage complex medical and operational needs.
- Clear and current criminal record check with vulnerable sector screening.
- Valid Driver's license.

### Compensation and Working Conditions

- \$15,000 - \$19,000 salary range, depending on experience; plus cell phone compensation.
- Part-time permanent, 1 day a week during the off-season (September-June) and full-time in the summer (July-August). Day, evening, and weekend availability required.
- 3 weeks paid vacation (prorated for part-time hours).
- The position is hybrid, offering the flexibility of remote work from home, occasional in-person meetings at our Toronto office, and regular visits to our camps across Alberta, Manitoba and Ontario throughout the year
- The schedule of this position is subject to change to best support our regional camps and will include weekends, evenings and holidays.
- Camp Quality is committed to providing a diverse, inclusive and accessible environment for all staff. We recognize that some aspects of this position may involve visiting campsites that might present obstacles in terms of mobility and movement. Our goal is to accommodate and support all individuals of all abilities to ensure a positive and enriching camp experience.





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### To Apply

Please send a resume and cover letter to [employment@campquality.org](mailto:employment@campquality.org); with the email subject line reading **2025002 - Medical Coordinator**. Only applicants selected for an interview will be contacted. This posting will remain open until filled.

If you're enthusiastic about this opportunity, but your experience doesn't align perfectly with our requirements, we still encourage you to submit your application. While we value the qualifications outlined in this posting, we appreciate the diverse experiences and qualifications that help to enhance our team. Your unique perspective and skills could make you the perfect match for our team!

### We're an equal opportunity organization

Inclusion is at the heart of what we do at camp. Camp Quality works to create inclusive spaces and programs for campers, volunteers and staff - free of discrimination based on age, race, ability, sexual orientation, or gender identity. We encourage all qualified candidates to apply.

### Accessibility

Camp Quality Canada welcomes and encourages applications from people with various abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

***For more information about Camp Quality, please visit [www.campquality.org](http://www.campquality.org).***

