



**Kids Cancer Care
Foundation of Alberta**
609 14 St NW, Suite 302
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kidscancercare.ab.ca
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PROGRAM COORDINATOR

THE ORGANIZATION

The Kids Cancer Care Foundation of Alberta (KCC) is passionately dedicated to helping young people and their families affected by cancer to survive and thrive in body, mind and spirit. KCC provides programs and funding in four key areas: Camp & Community Outreach, Pediatric Oncology Research, Hospital Support and Scholarships. This approach enhances the quality of life for children living with cancer, improves their odds for recovery and provides care for the whole family, during treatment and beyond.

Camp Kindle provides safe, quality camp experiences for young people and their families affected by cancer. Our free weekend and summer camps offer kids across Alberta a chance to escape the rigours of cancer treatments for outdoor fun and adventure. When not serving the oncology population, Camp Kindle provides meaningful experiences for other groups such as children's medical groups, outdoor school, bands, choirs and corporate groups.

THE POSITION

Camp Kindle is seeking a Program Coordinator for a seven month position from May through November. As part of the KCC team you will be part of a team that hosts user groups that come to camp. You will be expected to run quality program activities to the rental groups. In the absence of the camp program manager you will be responsible for all program operations at camp, including the leadership of the program and counsellor team. You will also be involved in planning and implementing school programs and outdoor programming for other rental groups in which you will facilitate camp programs, coordinate staff and deal with the public. During the summer you will assist the camp program manager in overseeing all the oncology and other special needs camps.

ACCOUNTABILITY

The program coordinator is accountable to the director of camp and community programs and reports directly to the camp program manager. The program coordinator is expected to work cooperatively and collaboratively with all staff, volunteers and committees of KCC.

RESPONSIBILITIES

- Oversee and coordinate program staff team and the development of camp programming;
- Responsible for numerous aspects of staff training;
- Instruct fun and safe environmental education programs;
- Develop and implement new program ideas;
- Prepare camp for groups, general site maintenance while groups are present, and clean up after groups depart;
- Keep equipment in orderly and good condition;
- Help the camp program manager facilitate school visits and bookings;
- Senior staff are responsible for role-modelling positive behaviour and supporting younger staff members and volunteers.

QUALIFICATIONS

- Must be 20 years of age or older with good written and reading skills;
- Interest in working with children;

- Desire to personally learn and grow;
- Valid class five driver's license and acceptable driver's abstract (Class IV is an asset);
- Current Standards First Aid and CPR level B;
- Police security check;
- A good understanding of community and teamwork;
- Problem solving skills and the ability to think critically.

The suitable candidate will have one or more of the following certificates and/or documented experiences:

- Challenge Courses (CUI Instructor I or II, etc)
- Paddling (Paddle Alberta, Swift Water Rescue, etc)
- Wilderness First Aid (Wilderness First Aid, Wilderness First Responder, etc)
- Mountain Biking (NCCP level one coaching or equivalent)
- Climbing
- Camping
- Hiking/Backpacking
- Drama/Arts/Media

COMPENSATION

Salary ranges from \$500-\$550 per week based on certification and relevant experience. Includes full room and board, meals, laundry, phone and internet. Meals are provided on work days or whenever there is a rental group on site. Staff who stay at camp on days off are responsible for their own meals on these days.

INTERESTED APPLICANTS

Please send your resume and cover letter to:

Jordan Miller, Camp Program Manager
Kids Cancer Care Foundation of Alberta
609 14 Street NW, Suite 302
Calgary, AB T2N 2A1

Phone: 403.984.6209
Email: miller@kidscancercare.ab.ca

CLOSING DATE: February 10th, 2012

We thank all applicants; however only those applicants selected for an interview will be contacted. For more information about Kids Cancer Care, please visit our website: kidscancercare.ab.ca.