
SUNRISE PROGRAM COORDINATOR - Edmonton

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 SunRise provides safe, quality camp experiences for young people affected by cancer. Our free summer day camps offer kids across Alberta a chance to escape the rigours of cancer treatments for outdoor fun and adventure.

THE POSITION

This position would be ideal for individuals with experience working with young children in a recreational day camp or instructional setting. This limited term position will be paid by honorarium.

Kids Cancer Care is looking for an Edmonton based coordinator to run its SunRise day camps. There are 3 weeks of camp, one week in Edmonton and two weeks in Calgary that are run at a community centre in a central location in both cities. The sunrise coordinator - Edmonton's function is to work alongside the sunrise program coordinator – Calgary and in collaboration with the community program coordinator, to coordinate the camp programs and bookings for children aged three to seven experiencing childhood cancer. The sunrise coordinator will also provide direct supervision and leadership to volunteers.

ACCOUNTABILITY

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

RESPONSIBILITIES

- **Camp Dates are:**
 - July 16-20 (Edmonton);
 - July 23-27 (Calgary);
 - July 30-August 3 (Calgary);
 - Position officially runs July 16 to August 3. Allow a week of preparation prior to camp and a week after camp to wrap-up;
 - There will also be planning responsibilities throughout the spring (May to June) including mandatory attendance at the Volunteer Training Weekend June 1-3;
 - Coordinate the development of camp programming;
 - Responsible for numerous aspects of volunteer training;
 - Develop and implement new program ideas;
 - Keep equipment in orderly and good condition;
 - Senior staff are responsible for role-modeling positive behaviour and supporting younger volunteers.
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QUALIFICATIONS

- College or University training in a related field;
- At least two years experience working with young children and their families;
- 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;
- Above average communication skills;
- Problem solving skills and the ability to think critically.

COMPENSATION

Honorarium is \$800 per week, paid at the end of each camp session. Accommodation will be provided for the Calgary Coordinator while in Edmonton and accommodation will be provided for the Edmonton Coordinator while in Calgary.

INTERESTED APPLICANTS

Please send your resume and cover letter to:

Amber McDermott, Community Program Coordinator
Kids Cancer Care Foundation of Alberta
609 14 Street NW, Suite 302
Calgary, AB T2N 2A1

Fax: 403 216 9215

Email: mcdermott@kidscancercare.ab.ca

CLOSING DATE: February 10th, 2012