

Camp Program Coordinator - Contract

Kids Cancer Care

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind, and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers, and helping others.

We love our work, and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant and sometimes quirky team that works, laughs, cries, eats, plays and celebrates together.

We value different perspectives, innovative thinking and flexibility. We like to surround ourselves with creative, kind, and passionate people and we encourage all qualified persons of any ability, gender, ethnic background, or origin to apply. We believe in the power of diversity and are dedicated to creating a diverse, equitable and inclusive environment. We ensure equal opportunity for all applicants and encourage people of all visible minorities to apply.

To protect the health and safety of our community, employees of Kids Cancer Care must provide proof of double vaccination against COVID-19.

For more information on Kids Cancer Care and our work, please visit us at kidscancercare.ab.ca.

Career Opportunity

Kids Cancer Care is looking for a Program Coordinator to oversee the day-to-day camp programs at Camp Kindle. This is a full time contract position from October 1, 2022 to October 31, 2023 and will report to Camp Kindle's Program Manager. Kids Cancer Care offers a competitive salary and benefits package.

Position Overview

The Program Coordinator works collaboratively with the full time Program Coordinator and Program Manager to coordinate numerous summer and year-round camp and rental programs that take place at Camp Kindle. The incumbent is a leader in the Camp Kindle community and plays a vital role in program development and implementation, staff development and camp culture.

The Program Coordinator is expected to work cooperatively and collaboratively with all staff, volunteers, and committees of Kids Cancer Care. We are looking for a creative individual who has strong track record of proven experience creating and running programs in a very busy camp or recreational environment.

Key Areas of Responsibility

The Program Coordinator's primary function is to facilitate the operations, protocols and services related to camps and outdoor programming at Camp Kindle, especially in relation to the specific tasks outlined below:

General Duties

- Positively contributes to Kids Cancer Care and Camp Kindle by working well with all members of the camp community;
- Aware of the needs of young people affected by cancer and their families;
- Eager to complete initial training and engage in ongoing training provided;
- Consistently adheres to Camp Kindle's three pillars of respect: 1) respect for self, 2) respect for others, and 3) respect for the environment;
- Actively works to develop personal and professional skills, accepts and incorporates constructive feedback in all operations;
- Follows all Kids Cancer Care and Camp Kindle policies and procedures;
- Acts in the best interest of participants and the organization;
- Contributes to weekly staff meetings;
- Contributes to site organization, preparation and upkeep;
- Establishes and maintains working relationships with other related agencies.

Program Development and Administration

- Has a working knowledge of the Alberta Camping Association's operating guidelines for residential camps and the operating guidelines for oncology camps, including those of the Children's Oncology Camping Association International;
- Understands and implements the vision, mission and goals for each camp program;
- Works with the Camp Program Manager to successfully develop, implement and assess inclusive, relevant, and exceptional camp programs offered at Camp Kindle, which include:
 - Kids Cancer Care programs for families affected by cancer – residential summer camp, summer outdoor leadership programs, summer leadership development program, year-round teen and weekend family camps;
 - Camp Kindle Programs – specialized summer programs for children with other unique medical concerns such as haemophilia and diabetes; spring and fall elementary school; junior and senior outdoor leadership; community youth and adult team building and corporate team building;

- Works collaboratively with the Director of Nursing and Outreach and the Nursing Coordinator to ensure that the medical and health needs of all participants are met at camp;
- Writes program reports, maintains monthly reporting statistics and compiles annual reporting measures for all Kids Cancer Care's camp programs;
- Manages program budgets;
- Responds in a timely fashion to all business communications; and
- Updates and utilizes camper database to record camper information and generate all reports and lists needed for programs.

Staff Development

- Ensures that all Kids Cancer Care's policies are followed; and
- Provides leadership, training, support, and guidance to all seasonal program staff, leading them through program, housekeeping, kitchen, and maintenance training schedules.

Volunteer Development

- In cooperation with the Volunteer Coordinator and Camp Program Manager, helps train, supervise, and manage volunteers; and
- Revises and maintains the Camp Team Manual in cooperation with the Volunteer Coordinator and Camp Program Manager.

Social Enterprise

- Contributes to the development of Camp Kindle's social enterprise by working with rental groups prior to arrival to ensure all details are in place for their visit;
- Coordinates staff and ensures a high-quality experience for all rental groups;
- Working with Camp Kindle management team to market Camp Kindle facilities to guests and groups; and
- Assists in program development and implementation of programs for outdoor education groups and rental groups.

Education and Certifications

- Current Standard First Aid and CPR level C;
- Degree in rehabilitation, outdoor recreation, child life, education, or other relevant experience;
- Challenge Course Practitioner, Level 2 is an asset;
- Wilderness First Aid is an asset;
- Lifesaving Society – National Lifeguard (NL/NLS) is an asset;
- Pool Operator's course is an asset;
- Behaviour management training.

Industry Knowledge

- Previous experience working in a senior staff role at a residential camp, outdoor education, outdoor leadership and/or a related recreation field.

Other Requirements

- Ability to live on-site at Camp Kindle;

- Valid driver's license and acceptable driver's abstract, willingness to obtain a class 4 license;
- Must provide a current Level II Criminal Record Check with vulnerable sector;
- A positive attitude and desire to work collaboratively with the Camp Kindle team;
- Willing to work non-traditional work schedule including evenings and weekends;
- Excellent verbal and written communication skills, basic accounting and proven organizational abilities;
- Mature, flexible, and well-organized with the ability to work well with staff and volunteers and as a member of a multidisciplinary team;
- Self-motivated and results-oriented;
- Ability to travel.

Closing Date

This position will close on September 23, 2022 or until the very best candidate is found.

Applications

Please send a cover letter and resume with **Contract Program Coordinator** in the email subject line to:

Ben Pointer
Camp Program Manager
bpointer@kidscancercare.ab.ca

Kids Cancer Care Foundation of Alberta
Box 280
Water Valley, Alberta
T0M 2E0

Note: We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.