



Canadian
Cancer
Society

CAMP GOODTIMES

Program Specialist (Program Development)

37.5 Hours per week - March to August

22.5 hours per week - September to February

JOB OVERVIEW

Under the Camp Goodtimes program umbrella, the Program Specialist is responsible for developing, designing and overseeing outcome-based programs for children and families impacted by childhood cancer. This position will design and oversee engaging and inclusive programs for participants of all ages and ability (cognitive and physical) levels at Camp Goodtimes in the summer, during year-round programs and any virtual based programs.

This position is responsible for creating a high-quality programs for children with a cancer diagnosis and their families all year-round. This includes adapting programs and working with facilitators to meet and be inclusive of all the various needs of participants. This includes working with and changing programs based on direct feedback from the population to enhance and further support their needs.

This position is responsible for the implementation of all virtual programs for CCS campers in BC, NB and NS.

During the summer, this position lives on-site at camp and has 6-8 seasonal program facilitator direct reports.

WHAT YOU'LL BE DOING:

1. Planning and Budgeting

- Develop and design program manuals and guidelines with respect to the new 2021 retreats (only for 2021)
- Develop engaging virtual programming for the population
- Become familiar with existing CCS Camps policies and procedures.
- Develop program activity blocks for each CGT Program (FABs, Bereaved Retreat, Summer Camps, Virtual Programs, etc).
- Work alongside the Clinical Coordinator to design programming that is inclusive, supportive and appropriate for the participant demographic.
- Review camper's application to understand any adaptations to be made to program (based on socio-emotional support, physical or cognitive ability, etc)





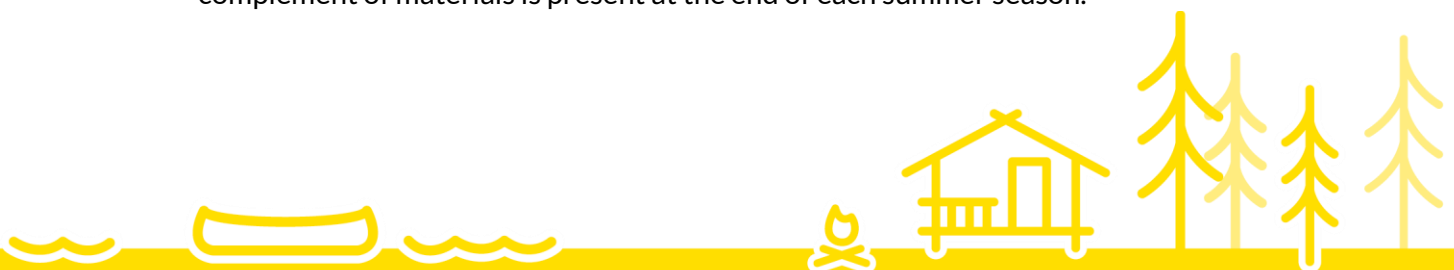
- Communicate with families directly to follow up on any program support that can be made for in person or virtual programs.
- Develop CGT programming guiding principles for partner facilities to use (in Atlantic Canada)
- Work alongside the Youth and YA Specialist to support the program needs of the, Teen Programs, LIT and EXP project programs as needed
- Oversee all program area operations at camp, ensuring the design of all Waterfront, Land, and Partner Groups (Pinnacle) programming can be implemented
- Lead and work alongside the volunteer Program Activities Committee to develop activities that are skill-based and align with the guiding principles of CGT programming.
- Work with volunteers and Program Activities Committee to ensure documentation of activities including description, instructions and necessary supplies are in the Program Activities Manual.
- Collaborate with other oncology program providers to connect regarding for program best practices
- Re-develop programming based on feedback and industry changes
- Ensure program areas adhere to CCS Policies, BC Camping Policies and Children Oncology Camping Association Policies
- Ensure all adaptation equipment is documented and put forward to the Senior Manager
- Implement the Program Activities budget in close consultation with the Senior Manager
- Monitor expenditure and reports budget variance to the Senior Manager, CYF.

2. Seasonal staff and volunteer engagement management

- Facilitate training sessions for Camp Goodtimes volunteers and assist with leadership training of other summer staff.
- Work with Senior Manager in recruitment with Waterfront Supervisor and all Land and Water Program Leaders
- Working with the Senior Manager this position will oversee and train the Program Leader Team that consists of 6-8 seasonal staff
- Provide coaching and feedback to the Program Leader Team
- Assist with facilitation of camp workforce recognition events

3. Site preparation, clean-up, and inventory (Summer camping season)

- Lead the program activities-specific site set-up at the beginning of each summer season
- Lead the program activities-specific site clean-up at the end of each summer season
- Keep an accurate inventory of activities-related materials, and ensure that a full complement of materials is present at the end of each summer season.





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- Ensure that any materials not present at the end of the season are listed on a purchase inventory list that is kept on file for the following in-session season.

4. Facilitating program activities

- Facilitate specific program activity and all camp programming throughout the summer and during the year
 - The year programs consist of 10-15 virtual programs or 20-25-year round day or weekend programs
- Facilitate programs from group sizes of 2- 100
- Act as on-site liaison for external program providers and guests involved with program activities

WHAT WE ARE LOOKING FOR:

- Degree/diploma in recreation, education, child and youth care, psychology or a related discipline
- 4 - 6 years - similar or related general experience in the following:
 - Previous residential camping experience or understanding of residential camp culture
 - Experience developing and facilitating inclusive recreation programming for children with a range of physical disabilities and/or developmental delays;
 - Experience working with diverse groups of people;
- Knowledge of adaptive programming for children with a variety of needs
- Ability to develop and facilitate program activities for a summer camp environment and virtual format
- Ability to work flexible hours, including weekends and evenings and live on-site for the duration of the camp summer sessions.
- Knowledge of staff or volunteer management and providing team leadership including, but not limited to, working with volunteers, and leading volunteer committees.
- Intermediate computer skills
- Strong leadership, communication, interpersonal, and time-management skills
- Strong communication and presentation skills, including facilitation and training;
- Excellent project management and facilitation skills
- Possession of a valid driver's license
- Clear Criminal Record Check with Vulnerable Sector Check (updated every year)
- OFA 2 (or similar, or willingness to obtain)
- Event management experience is an asset.





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WHAT YOU CAN EXPECT FROM US:

CCS offers meaningful opportunities to help make a difference in the lives of Canadians with cancer and their families. We are committed to fostering a culture that is inspiring, supportive and exemplifies our core values:

HOW TO APPLY:

Online through this [link](#) by **March 3, 2021**. Questions? Email Danielle.McVicar@cancer.ca

