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# CAMP GOODTIMES

## Program Specialist (Volunteer Support)

Permanent Full Time – 37.5 hours per week

### JOB OVERVIEW

This position is part of the Camp Goodtimes full time staff team and will be responsible for developing and facilitating supportive and engaging programs for children and teens with cancer and their families with an aim to enhance participant experience.

This position will be responsible for managing volunteers and supporting seasonal staff. This would include recruitment, training, and coaching for over 200 volunteers. Management of this workforce and program design and implementation directly impacts experience of children and families impacted by childhood cancer in a recreational setting.

This position will support the development and design of psychosocially and emotionally appropriate virtual and in person interactive programming for our participants. It will also be responsible for developing training modules, engagement strategies, and supportive environments for our volunteers.

During July and August, this position lives on-site at camp.

### WHAT YOU'LL BE DOING:

#### 1. Develops and facilitates program activities

- Facilitate specific program activities and all camp programming throughout the summer and during the year
- Work with entire camp team to develop, design and implement creative and supportive programs for children and youth with a cancer diagnosis and their families with an aim to enhance participant experience. This includes virtual and in person interactive programs that are psychosocially and emotionally appropriate.

#### 2. Recruit and train Camp Goodtimes volunteers

- Work with Sr. Manager to plan and execute year-round volunteer engagement, stewardship and communication plan for all volunteers
- Support the development of and implementation of a robust recruitment strategy





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- Conduct interviewing, and confirm volunteer into position
- Manage volunteer documentation and paperwork (police checks, first aid, etc)
- Act as a line of communication with regards any questions for new and returning volunteers have regarding the upcoming season of camp
- Be the project manager for the Camp Goodtimes Training Weekend. Run sessions at training weekend regarding all the steps required for volunteers
- In 2021, recruit and train volunteers for facilitating virtual programs.

### 3. Supervises and supports Camp Goodtimes workforce [volunteers and staff]

- Be the face and point of contact to the work force. Field any questions about camp to appropriate staff members
- Schedule volunteers with various levels of experience for 9 or more sessions camp.
- Communicate directly with volunteers all and any information needed for their volunteer experience and follow up.
- Provides direction and support to volunteer counsellors (Skips), and Hosts around behaviour management for campers with emotional and behavioural difficulties including those with special needs and/or behavioural issues.
- Uses professional expertise to provide and recommend strategies and behavioural intervention techniques to staff and volunteers to best support Camp Goodtimes participants.
- Thoroughly understands the needs of campers who require social-emotional and behavioural support including those with challenging behaviours.
- Supervises, coaches and provides feedback to all volunteers at camp.
- Works collaboratively with Program Director to deliver positive camp experiences to participants, staff and volunteers.
- In 2021, provide direct support for managing behaviours, group dynamics and facilitation online as volunteer opportunities are virtual

### 4. Supports with staff interactions, enhancement of camper experience and program implementation

- Serves on the staff team, working to create a positive cabin and camp environment to bring positive changes in behaviours, attitudes, and values
- Provides expertise and perspective on appropriate program planning and implementation based on perceived needs of Camp Goodtimes participants.





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## WHAT WE ARE LOOKING FOR:

- Degree/diploma in recreation, education, child and youth care, psychology or a related discipline
- 3 - 5 years - similar or related general experience in the following:
  - Previous residential camping experience or understanding of residential camp culture
  - Experience in facilitating inclusive recreation programming for children with a range of physical disabilities and/or developmental delays;
  - Experience working with diverse groups of people;
  - Experience providing social-emotional and behavioural support to children, youth and families
- Ability to work in a multidisciplinary team environment with children and volunteers
- Ability to work flexible hours, including weekends and evenings and live on-site for the duration of the camp summer sessions and other overnight in-person events.
- Knowledge of pediatric oncology and the psychosocial aspects of oncology or strong knowledge of trauma work preferred.
- Strong knowledge of child and adolescent development and family dynamics
- Knowledge of behavioral interventions for children and families
- Knowledge and experience managing volunteers
- Excellent problem-solving skills
- Excellent interpersonal skills,
  - including team building, and facilitation skills
  - ability to work with a range of different people and diverse opinions (i.e. addressing relevant concerns, minimizing conflict, promoting harmony)
- Strong leadership, interpersonal, and time-management skills
- Ability to multi-task and manage critical situations – demonstrates high emotional intelligence
- Strong communication and presentation skills
- Excellent project management skills
- Intermediate computer skills
- Possession of a valid driver's license
- Valid First Aid with CPR (or willingness to obtain)
- Clear Criminal Record Check with Vulnerable Sector Check (updated every year)





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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](mailto:Danielle.McVicar@cancer.ca)

