

**CAMP
GOODTIMES**



Canadian
Cancer
Society



**2019 Employment
Opportunities Handbook**

Applicants to Camp Goodtimes:

Camp Goodtimes provides children with cancer and their families an extraordinary summer camp experience in a medically-supervised, safe and supportive environment. We've been friendship-building and memory-making in British Columbia since 1985 and work with almost 500 campers each summer through our kids, family and youth camps.

We are proud to host Camp Goodtimes at two facilities throughout the summer. The first five weeks are run out of UBC Research Malcolm Knapp Research Forest's stunning Loon Lake Retreat Centre just outside of Maple Ridge, BC and our last two weeks of programming takes place at Camp Pringle on the shores of Shawnigan Lake on Vancouver Island.

We believe that time spent at camp allows kids to just be kids, away from their diagnosis. We are proud to provide programming that gives joy, confidence, support and hope for children with cancer and their families.

Canadian Cancer Society's Mission:

The Canadian Cancer Society is a national, community-based organization of volunteers whose mission is the eradication of cancer and the enhancement of the quality of life of people living with cancer.

In addition to following the Canadian Cancer Society's program standards, we are proud to work within the guidelines of the following organizations:



The Camp Goodtimes Team:

Our staff and volunteer team are full of individuals that...

- Are a positive role models and leaders for all campers
- Are self-motivated and demonstrate positive values
- Are excited to work in an environment that is focused on helping children build connections and realize their full potential.
- Demonstrates enthusiasm for working in a team and are willing to support where is needed
- Flexible. Working and volunteering at camp can be very demanding - 24 hours a day, six days a week, living in close quarters with many other people.

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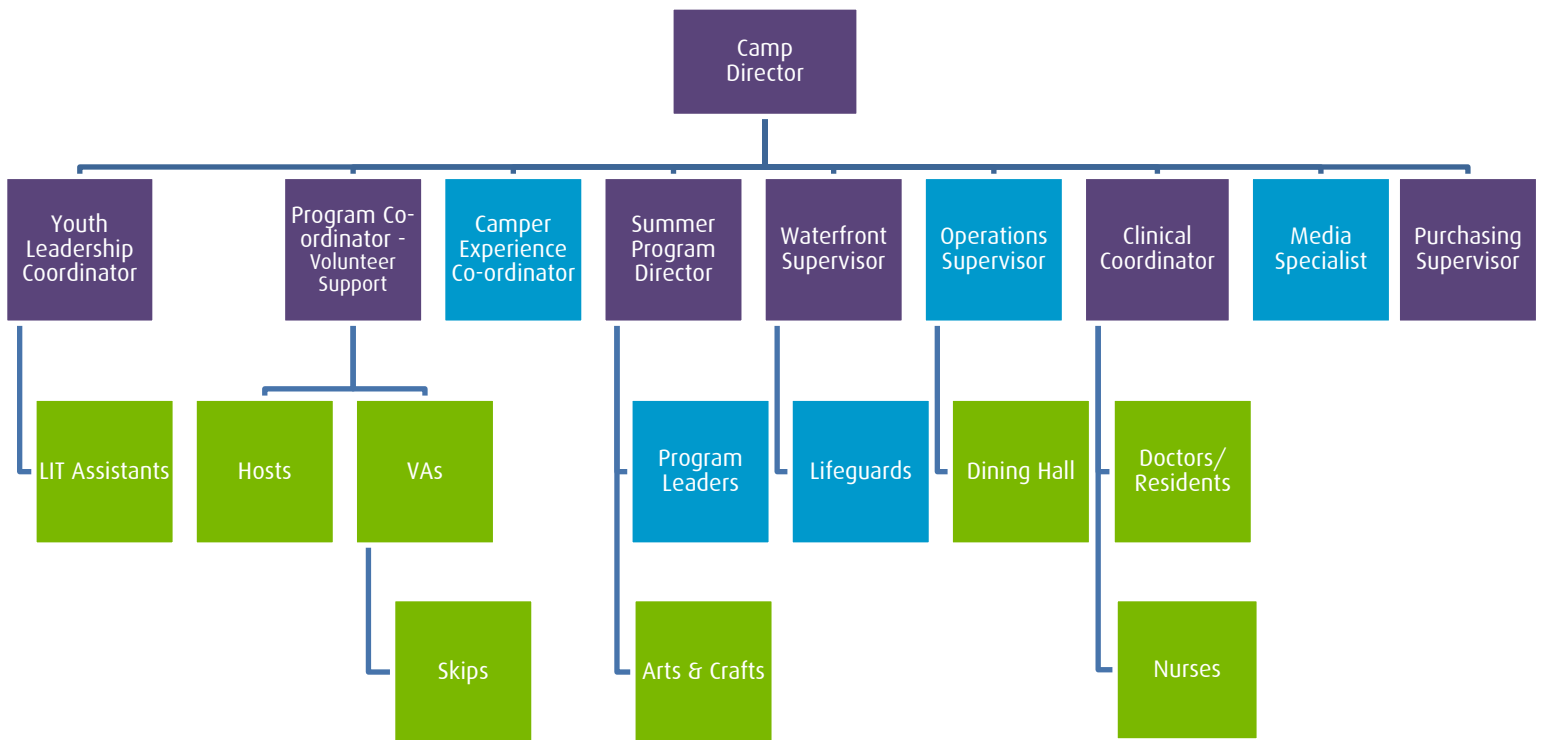


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Camp Goodtimes Summer Organizational Chart:



■ Available staff positions

■ Available volunteer positions. Please check the volunteer opportunities handbook for more information.

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Employment Opportunities:

Leadership Team Opportunities:

All members of the Leadership Team report directly to the Summer Camp Director. They work as a leadership team to build a positive camp culture and ensure the safety and overall wellbeing of all camp participants. The Leadership Team are responsible for the planning and delivery of volunteer training.

Camper Experience Coordinator (1 position)

Position Dates: May 6 – August 30, 2019

The Camper Experience Coordinator is responsible for camper care and skip and host development. They provide the overall safety and wellbeing of every camper who comes to camp and provides assistance and support to skips and hosts in dealing with day to day camper situations. The Camper Experience Coordinator communicates regularly with parents and guardians in a professional manner. Coordinates response to participants who require social-emotional and behavioural support.

Requirements: Standard First Aid, CPR-C, previous camp experience or equivalent experience working with youth in an educational/recreational setting, Clear Criminal Record Check.

Preferred: Preference given to those who have studied in a child development or outdoor recreation field.

Operations Supervisor (1 position)

Position Dates: May 13 – August 6, 2019

The Operations Supervisor provides oversight of general operations on-site and non-medical emergency procedures during the Camp Goodtimes summer sessions. Working closely with staff and volunteers, the Operations Supervisor leads the set-up and tear-down events at the beginning and end of the time at each site and oversees purchasing and kitchen operations. They are the maintenance and kitchen liaison between the Loon Lake facility and Camp Goodtimes. They are also responsible training staff and volunteers on a fleet of golf carts. This position requires a highly organized individual with special attention to detail.

Requirements: Standard First Aid, CPR-C, Clear Criminal Record Check.

Media Specialist (1 position)

Position Dates: May 13 – September 27, 2019

The Camp Goodtimes Media Specialist is onsite during all camp sessions to capture the magic moments of camp in pictures and on video. Photos and videos will be shared with participants and volunteers and used in Camp Goodtimes marketing.

Requirements: Experience working with programs such as In Design, Adobe Illustrator and Photoshop. Experience with video editing, photography and videography. Clear Criminal Record Check.

Preferred: Previous camp experience.

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Program Staff Opportunities:

Program Staff members are highly committed and flexible individuals who are responsible for instructing camp activities and supporting other staff and volunteers in delivering programs. They will also have other daily responsibilities such as helping with supervision of campers, evening cabin support, evening programs, program logistics, and care and maintenance of camp program equipment. Program Staff report directly to certain members of the Leadership Team.

Program Leaders (3 positions)

Position Dates: June 8 -9 and June 27 – August 3, 2019

The Program Leaders provides support and reports to the Program Director and helps in all areas of camp to ensure we are providing intentional, creative, safe, and fun programs at camp. They will take a lead role facilitating skill-based programs at camp as well as camp-wide programs and special events. The Program Leaders must be comfortable facilitating programs as well as teaching facilitation skill to volunteers.

Requirements: Standard First Aid, CPR-C, extensive previous camp experience, Clear Criminal Record Check.

Lifeguard (3 positions)

Position Dates: June 8 -9 and June 27 – August 3, 2019

Lifeguards are responsible for the safety and positive experience of all campers and staff on the waterfront and they ensure swimming and boating activities meet BCCA and CCS standards. The waterfront is one of the focal points of Camp Goodtimes and lifeguards are required to execute all water programming including swimming lessons, boating and special event programming at the dock.

Requirements: Standard First Aid, CPR-C, NL Award, WSI, Clear Criminal Record Check.

Preferred: Lifesaving Instructor and other aquatic awards

How to Apply:

For more detailed job descriptions and application links please click the postings linked from campgoodtimes.org/about/join-team

All applicants must submit a cover letter, resume and two references as part of their application.

The final deadline for all applications is **January 31, 2019 at 11:59 pm**. Applications received after this deadline will be considered for subsequent rounds of hiring if positions are still vacant. As part of the hiring process, candidates are required to participate in a phone, video, or in-person interview.

Any questions regarding the application process can be directed to:

Danielle McVicar

Camp Director, Camp Goodtimes – the Canadian Cancer Society

Email: Danielle.McVicar@cancer.ca Phone: 604.675.7102

We thank you for your application; however, only candidates selected for interview will be contacted.

In the spirit of leadership, personal development, and professionalism during and after this hiring process, Camp Goodtimes will only communicate directly with applicants.

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