

## City Camp Program Supervisor

(May 16th - August 5th 2022 | 12 Week Contract )

3 weeks in Surrey Centre (Location TBD) & 9 weeks in Burnaby at WCK office

**PLAY | CREATE | DEVELOP | MOTIVATE | INSPIRE | MAKE A DIFFERENCE**

### About Us:

**West Coast Kids Cancer Foundation (WCK)** exists to deliver timely, practical support to respond to the needs of BC kids and their families, easing their way as they navigate childhood cancer and blood disorders. We are a new, vibrant and motivated organization looking to challenge the status quo of support for kids with cancer in BC.

### About you...

You are a flexible and versatile leader. You take on challenges with confidence, creativity, and courage. You work well with others to facilitate specialized programs for a kid with complex needs and love to work alongside volunteers who are eager to learn and grow with you. You can jump from facilitating a game of charades in the gym, being a glue gun master in the craft room, to reading quietly in the library. You are organized, ready for fun and show empathy and compassion wherever you go.

### In a Nutshell...

WCK is planning a three weeks of City Camp (covid dependent) for summer 2022. We are looking for a confident, fun-loving, compassionate person to lead our volunteers and children each day. City Camp is a program run in collaboration with Surrey Schools and offer children navigating cancer/blood disorders a fun and safe summer camp program.

Interested? Read on...

### As a valued team member, the Summer Program Leader will ...

#### Program Planning

- Coordinate & work alongside WCK volunteer planning committee
- Assist in planning & creating for summer in-person programming City Camp
- Follow and uphold all COVID-19 regulations as outlined by the WCK medical committee
- Assist Program Coordinator with volunteer training and orienting
- Support program registration & communication with families
- Assist in creating welcome packs for City Camp participants

## **Program Facilitation**

- Facilitate program activities for in-person City Camp
- Supervise volunteers & guide them in facilitating summer programming
- Coordinate with participants and families on program updates

## **Wrap Up**

- Assist in Inventory check after City Camp
- Assist in reorganization of City Camp Supplies at WCK office
- Wrap up summer programming, evaluate needs and make recommendations for next year
- Assist in planning volunteer wrap up event/activity
- Create specific thank you's to City Camp Volunteers

## **Other:**

- Carries out other tasks as assigned to support the WCK team overall

## **Education and Experience**

- Post-secondary education in a related field, e.g. childhood education, recreation therapy, child life and community health, youth work. A degree or diploma is preferred
- Minimum of 1-year experience in a related position and environment
- Experience developing children's programs, supervising volunteers is strongly preferred
- Experience working with children with exceptional or complex medical needs is an asset
- An equivalent combination of education and experience may be considered
- Experience supervising volunteers is an asset
- Experience using Google Drive ( Google docs, Google sheets)
- Experiencing using Airtable, Click-up, Slack is an asset

## **Knowledge, Skills & Abilities**

- Demonstrated understanding of various stages of child development cognitive abilities and the ability to plan and apply adaptive programming to varied and changing situations including age levels, group numbers, diversity, etc.
- Child program planning, development and evaluation
- Demonstrated critical thinking, solution-focused and constructive problem-solving and conflict resolution skills
- Exceptional communication skills and demonstrated ability to interact with individuals at all levels and adapt to ever-changing, intense and emotional situations
- Demonstrates confidence in role modelling facilitation styles to support junior volunteers

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Due to the high volume of applications received, only short-listed candidates will be contacted.  
To apply for the position send your Resume & Cover letter to Kelsey | [careers@wckfoundation.ca](mailto:careers@wckfoundation.ca)