

Virtual Camp Team Lead

(June 6th - July 29th | 8 Week Contract)

3 weeks in Surrey Centre (Location TBD) & 5 weeks in Burnaby at WCK office

CONNECT | CREATE | DEVELOP | MOTIVATE | PLAY | 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. In this role, you will use video calls to create essential moments of fun, laughter and play for kids who are isolated as a result of their cancer/blood disorders diagnosis. You are passionate about working with youth volunteers and empowering them to lead and facilitate. You know the power of leading from “behind the scenes”. Watching youth volunteers thrive in a new role excites you! You take pride in seeing tasks through to completion, are creative with your ideas, take initiative in every task, and are not afraid to try new things.

In a Nutshell...

WCK is planning our 2022 summer programming. Online programs remain essential for kids who are in hospital or unable to engage in in-person programs as a result of their cancer treatment. WCK will run an online program alongside our in-person City Camp. We are looking for a new team member who is eager to provide more opportunities for children & youth who are unable to attend in-person programming.

Interested? Read on...

As a valued team member, the Virtual Camp Team Lead will ...

Program Planning

- Plan online programming activities for kids aged 4-12
- Plan online drop-in events for children/youth
- Organize and confirm online volunteer schedules
- Put together supplies for “Fun Packs” to send to the online kids
- Coordinate and ship out “Fun Packs” to send to online kids
- Set up tablets / computers for online programming
- Support training of Surrey Student youth volunteers joining the online programming team

Program Facilitation

- Facilitate online programming with various age groups (4-12) via zoom
- Facilitate drop-in sessions for children in hospital & at home via zoom
- Empower & inspire volunteers to facilitate online programming via zoom
- Support Surrey Student youth volunteers when facilitating online programming
- Create and maintain resources for online programming
- Review online programming recaps & volunteer needs
- Support needs of online programming volunteers

Wrap Up

- Create specialized thank you to volunteers
- Create specialized thank you to participants
- Organize online summer programming activity plans
- Help organize and clean WCK office after summer programming
- Clean any tablets used for online programming
- Organize & clean up google drive for online programming
- Create September - December calendar for online programming
- Create resources & programming for September - December Calendar

Other:

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

Education and Experience

- Some post-secondary education in a related field, e.g. childhood education, recreation therapy, child life and Community Health, youth work.
- Minimum of 1-year experience in a related position and environment
- Experience developing children's programs, supervising and working with volunteers is strongly preferred
- Experience working with children with exceptional or complex medical needs is an asset
- Experience using Google Drive (Google docs, Google sheets)

Knowledge, Skills & Abilities

- Experience facilitating online programs as an asset.
- Demonstrated understanding of various stages of child development and the ability to create programs accordingly
- 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 parents, kids, and community partners.
- Demonstrates confidence in role modelling facilitation styles to support youth volunteers

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