

Children's Oncology Camp Foundation, Inc.

Job Description

Job Title: Program Manager

Reports to: Program Director

Job Description: Position will provide support for the oversight and management of information regarding camp volunteers and presenters attending and participating in our mission based programs.

Job Classification: This is a full-time, year-round, permanent, exempt position. Salary range \$40,000-\$45,000 annually, DOE.

Education & Experience: Bachelors preferred or equivalent camp or administrative experience. Minimum two years' experience in a professional office, valid driver's license and ability to lift 25 lbs or more on a routine basis. Must have strong organizational and communication skills, be strong in Microsoft Office applications, and have a basic knowledge of database concepts. Must be able to multi-task and be strong in project management. Part-time residential requirement during summer season (2-4 days, 1-2 nights/session) and full residential requirement during off-season retreats.

Key responsibilities include:

- Screen/answer general volunteer and presenter questions
- Maintain volunteer database
- Maintain up to date presenter information
- Oversee management of volunteer registration site; remain up to date on changes within the platform, initiate updates to site as needed
- Support and assist in recruitment efforts for volunteers
- Assist in the application and volunteer confirmation process; preparing applications, sending information to volunteers, managing collected information
- Assist in the volunteer hiring process, including scheduling interviews, interviewing, collecting references for applicants
- Assist in the recognition process under the direction of the Program Director; including weekly recognition and end of the year gifts
- Assist in the oversight and management of the camp store
- Oversee the background check process; including the processing, maintaining records
- Create and maintain volunteer and presenter files
- Train and coordinate summer staff in maintenance of volunteer and presenter files and collect required materials and information for volunteer files
- Assist summer staff in the coordination of weekly volunteer recognition; including 5 and 10 year recognition gifts
- Assist in the purchasing needs for the camp season, including, camper shirts, store merchandise and recognition gifts
- Assist in the training of seasonal staff
- Oversee the weekly check-in process at camp; including the printing of weekly schedules/programs and keeping track of any last minute cancellations or no-shows (providing an accurate count to the Camper Manager each week on the first full day of the camp session)
- Welcome and guide volunteers on arrival day
- Contact all volunteers (and presenters as needed) two weeks prior to each camp to ensure that they are prepared for their visit

- Oversee the coordination of program supply needs throughout the summer (art supplies, adventure course, fishing etc.)
- Manage mail going to/from Missoula and Gold Creek with Camper Manager
- Assist Camp and Program Directors with camp preparation
- Work within the program budget; obtain approval from Program Director for any expenses outside of planned budget
- Assist in the coordination camp arrivals/departures (coordinate with Camper Manager)
- Assist with camp programming as needed; including facilitation of adventure course
- Assist in the facilitation of Adult/Shoulder Retreats
- Assist in the management of Camp photos and video
- Assist with bio books and programs for adult retreats in coordination with Camper Manager
- Provide respite and support for Camp and Program Directors as needed
- Assist in the facilitation of other camp related events such as tours, fundraising, activities, holiday gatherings, etc.
- Performance of other duties as necessary

Work Comp code 9015- Camp operations that are not otherwise classified are assigned to Code [9015](#)