

Are you interested in a work opportunity that is much more than a paycheck? Would you like to be part of a dynamic team privileged to make a profound, lasting difference in the lives of those impacted by cancer? Do you have leadership, creative, recreational, marketing &/or people skills that you would like to utilize for the benefit of others? Do you value compassion, wellness, community, diversity, connection and unending learning? Then, this may be the position you have envisioned for yourself.

The Children's Oncology Camp Foundation (Camp Mak-A-Dream) seeks a **Chief Camp Operations Officer (CCOO)** for one of two Camp leadership teams based in Missoula, Montana. During scheduled Camp sessions for which you are providing leadership, you will be based at our campus in Gold Creek, Montana. The CCOOs will provide leadership and strategic vision to advance Camp Mak-A-Dream's mission of empowering survivors and their families to live with and beyond cancer through life-changing Montana experiences where they strengthen life skills, gain resilience and develop lasting relationships.

- **Team Formation and Performance**

- Recruit, hire and retain high caliber year-round and seasonal team members
- Provide supervision for the recruitment and vetting of volunteers for Camp programs
- Develop and facilitate orientation and training of seasonal staff and volunteers in collaboration with Chief Wellness Officer, Health Center Coordinator and other relevant foundation staff
- Supervise seasonal team members and assigned team Deputy Chief
- Empower team members to develop leadership skills, further their knowledge and expertise and exercise authority and responsibility for their job roles
- Prioritize and enable the ongoing professional development of the program team including active participation in the national oncology camp organization
- Ensure appropriate recognition and appreciation for seasonal staff and volunteers
- Facilitate annual performance appraisals for assigned team members

- **Program Development and Evaluation**

- Assist with the development of and participate in strategic plans/planning, gap analyses, focus groups and/or surveys to evaluate current programs and determine programming opportunities relative to our organizational mission, vision and values
- In collaboration with program team, create and continually update or improve Camp programs to meet the ever-changing needs of our participants
- Develop Camp session schedules and content descriptions
 - Recruit, manage applications for, schedule and communicate with presenters as appropriate for each session
- Participate in grant-seeking opportunities for program support or enhancement

- **Operations**

- Provide leadership for Camp operations and activities during Camp sessions including direct supervision of seasonal staff
- Lead morning huddles with the Camp team to ensure operational efficiency, safety and effective communication
- Collaborate with the Camper Manager and Health Center Coordinator on cabin assignments, dietary restrictions and travel schedules to and from Camp
- Coordinate the Gold Ribbon accreditation of Camp programs
- Responsible for the routine review and update of those policies and procedures that are not medical or psychosocial in nature but are related Camp operations

- **Risk Management**

- Develop and routinely update as needed the policies and procedures to address and mitigate potential risks at Camp in order to ensure the health and safety of participants, volunteers and staff alike
- Educate all team members on and reinforce adherence to risk management policies and procedures including incident reporting
- Provide oversight of adventure course risk management including maintaining current industry standards knowledge, maintenance of adventure course elements in collaboration with facilities staff and training/supervision of seasonal staff responsible for adventure course activities

- **Budget Development and Management**

- Plan and create annual program-related budget with input from program colleagues
- Responsible for ongoing oversight of program related income and expenses including providing feedback to Chief Executive Officer on variances

- **Communication and Marketing**

- Facilitate communication with families and caregivers of participants during Camp sessions including daily email updates
- Review and update website content to reflect current programming
- Create social media content to highlight programming news, events and updates

All organizational team members are also expected to professionally advocate for and represent our organization in the community, participate in fundraising events/endeavors and help facilitate non-summer season programs.

Qualifications, Knowledge, Abilities & Skills:

- Bachelor's degree with 5 or more years of experience in program development, budget creation and oversight, risk management &/or team leadership required.
 - Previous experience in residential Camp programming and leadership strongly preferred
 - Prior experience working with persons with cancer preferred
- Solid knowledge of policy/procedure development and risk management practices required.
- Excellent interpersonal skills and an ability to establish and maintain working relationships with participants, volunteers and staff alike.
- Demonstrated verbal and written communication skills, including large and small group presentations, contributions to grant writing and/or rapport building with a widely varied audience.
- Excellent computer and organizational skills including experience with electronic medical records, databases (e.g., for campers) and Microsoft Office applications.
- Ability to be on your feet for much of a work day and safely lift a minimum of 30 lbs.

A competitive salary will be determined based on market conditions, qualifications and experience. Anticipated annual salary range for this position is \$55,000-65,000 DOE.

Besides a work opportunity filled with purpose, meaning and opportunity for professional growth, you will enjoy the following benefits when you join our team:

- Paid Time Off (PTO; 2 weeks for service years 1-3 and 3 weeks for years 3 and beyond)
- Paid Sick/Personal Time- 1 week/year
- End of season foundation staff week off in addition to earned PTO
- 9 paid holidays per year
- Paid cell phone plan
- Health Insurance (80% of premium paid by organization)
- Options for Dental, Vision and Life Insurance
- Health Savings Account, Flexible Savings Account and 403b Retirement Savings options
- \$100 toward your choice of benefits
- Use of Camp vehicles for transport between foundation office and Camp facility
- Discounted facility rental and Camp merchandise
- Potential for remote work in "off season"
- Professional development support (e.g., time off and financial resources)
- Potential for annual bonus based upon organizational financial performance and achievement of annual organizational goals

Vision: We will be an unparalleled experience for those impacted by cancer--- a dream community built on authentic relationships, relevant resources and inspiring resilience.

Values:

Compassion- We genuinely care for others and strive for good self-care and wellness for participants, volunteers and staff alike.

Accountability- We are responsible stewards of all our resources and place the health and safety of our participants above all.

Mutual Respect- We appreciate and value our team and various constituents. We wholeheartedly embrace the diversity we represent.

Partnership- We are endlessly grateful for our many partnerships with donors, volunteers and other organizations that make Camp possible.

Application Process:

Interested and qualified candidates should email cover letter, resume and a minimum of 2 professional references with "Chief Camp Operations Officer Application" in the subject line to: kim@campdream.org. Children's Oncology Camp Foundation (Camp Mak-A-Dream) is an Equal Opportunity Employer.