

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 **Deputy Chief Camp Operations Officer** 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 Deputy Chief will provide leadership 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**

- Lead the recruitment, confirmation and training of volunteers for Camp programs including applications, interviews, background checks/references and communication about or to volunteers prior to, during and following sessions
 - Maintain and update volunteer application site
 - Maintain and update volunteer database
 - Orient volunteers on 1st day of each session
 - Maintain and update all policies and procedures related to Camp volunteers
 - Facilitate recognition of volunteers
- Assist with recruitment, hiring and retaining high caliber seasonal team members
- Assist with development and facilitation of orientation and training of seasonal staff
- Support presenter recruitment and maintain presenter database
- Participate in ongoing professional development including active engagement in the national oncology camp organization
- Facilitate annual performance appraisals for assigned team members

- **Program Development and Evaluation**

- Participate in strategic planning, gap analysis, focus groups and/or surveys to determine programming opportunities and needs 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
- Support the development of Camp session schedules and content descriptions

- **Operations**

- When the Chief Camp Operations Officer is not the designated lead, provide leadership for Camp operations and activities during Camp sessions including direct supervision of seasonal staff
- Supervise and facilitate expeditious check-in process for participants at Camp
- Lead huddles with the Camp team to ensure operational efficiency, safety and effective communication as needed
- Collaborate with the program team on cabin assignments, dietary restrictions and travel schedules to and from Camp

- **Camp Activities, Store and Supplies**

- Maintain current industry standards knowledge and skills in order to facilitate adventure course elements including high ropes, climbing wall and zipline
- Participate in the training/supervision of seasonal staff responsible for adventure course activities
- Maintain program supplies, supply rooms and Camp store
 - Order supplies or inventory as needed including camper t-shirts and recognition gifts
- Maintain and update Store sales accounting and inventory systems and procedures. Train relevant staff as appropriate

- **Budget Development and Management**

- Participate in the development of annual program-related budget
- Responsible for ongoing oversight of volunteer, program supplies and store inventory-related income and expenses including providing feedback to Chief Camp Operations Officer on variances

- **Communication and Marketing**

- Support the communication with families and caregivers of participants during Camp sessions including daily email updates
- Supervise &/or facilitate acquisition, organization and archiving of Camp photos and videos to be used in communications, publications, social media and fundraising endeavors
- Create social media content to highlight programming news, events and updates in collaboration with program team

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 experience in program development, recreational or adventure course oversight, volunteer recruitment and coordination, &/or team leadership required.
 - Previous experience in residential Camp programming and leadership strongly preferred
 - Prior experience working with persons with cancer preferred
- Solid experience in one or more Camp-related recreational activities 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 and rapport building with a widely varied audience.
- Excellent computer and organizational skills including experience with electronic medical records, databases (e.g., for campers), accounting/sales systems 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 \$42,000-52,000 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 "Deputy 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.