

Assistant Camp Director

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 &/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 an **Assistant Camp Director** for our team 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 Assistant Camp Director 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.

Job Classification: This is a 1.0 FTE, year-round, permanent, exempt position.

Key responsibilities include:

- **Team Formation and Performance**
 - 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
 - Facilitate recognition of volunteers
 - 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 Camp Director, create and continually update or improve Camp programs and activities to meet the ever-changing needs of our participants
 - Support the development of Camp session schedules and content descriptions
- **Operations**
 - When the Camp Director 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 and supply rooms
 - Order supplies or inventory as needed
 - Oversee Store operations at Camp
 - Coordinate with Brand Development and Community Engagement Manager and Camp Directors to design and order merchandise
 - 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 program supplies and store inventory-related income and expenses including providing feedback to Camp Director on variances

- **Communication and Marketing**

- Support the communication with families and caregivers of participants during Camp sessions including routine 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 Camp Director and Brand Development and Community Engagement Manager

All organizational team members are also expected to professionally advocate for and represent our organization in the community and participate in fundraising events/endeavors.

Perform other related duties and responsibilities as required or assigned.

Work Comp code 9015- Camp operations that are not otherwise classified are assigned to Code 9015

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