

Wellness Programming and Volunteer Support Manager

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, counseling, program development, group facilitation &/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 **Wellness Programming and Volunteer Support Manager** for our team based in Missoula, Montana. During scheduled Camp sessions/retreats, you will be based at our campus in Gold Creek, Montana for up to 3-4 days/3-4 nights per session/retreat. The Wellness Programming and Volunteer Support Manager 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 .6-.8 FTE, year-round, permanent, exempt position.

Key responsibilities include:

Wellness Support and Programming-

- Lead the management of psychosocial support of new/existing programs, including the recruitment and management of onsite and/or on call psychosocial support team
- Perform the assessment and screening of psychosocial needs of applicants to camp programs
- Research and implement programming designed to meet the psychosocial needs of participants
- Develop psychosocial risk management strategies and work with Camp Directors and Medical Operations Director to implement and maintain strategies; implement risk management strategies as needed during camp season
- Oversee the management of the psychosocial needs of participants during all programs, including follow up, documentation and communication with the Leadership Team
- Provide psychosocial support for Camp staff members particularly related to work with persons affected by cancer
- Participate in the training of summer staff and volunteers to prepare them to meet the psychosocial needs of participants
- Remain current on research focusing on the psychosocial needs of the cancer community
- Assist in the development of evaluation and measurement tools for new/existing programs as they specifically relate to psychosocial aspects and outcomes
- Work within the program budget; obtain approval from Camp Director for any expenses outside of planned budget

Volunteer Coordination and Support-

- 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
 - Facilitate orientation of volunteers on 1st day of each session/retreat including how to appropriately address the psychosocial needs of our participants
 - Check in with and provide support for volunteers during Camp session
 - Maintain and update volunteer application site
 - Maintain and update volunteer database
 - Maintain and update all policies and procedures related to Camp volunteers
 - Facilitate recognition of volunteers

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:

- MSW, LCPC or equivalent in related field preferred.
- Minimum of three years' experience in non-profit, hospital or healthcare related organization
- Experience in program development, group facilitation, volunteer recruitment and coordination, research-based outcome measures &/or team leadership required.
 - Previous experience in residential Camp programming and leadership strongly preferred
 - Prior experience working with persons with cancer preferred
- 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 and Microsoft Office applications.
- Valid driver's license and ability to lift 25 lbs or more on a routine basis.

We anticipate that this .6-.8FTE position (.6 FTE from October-March; .8 FTE April-September) would allow for a practitioner to also keep a modest private clinical practice simultaneously should that be of interest or concern.

A competitive salary will be determined based on market conditions, qualifications and experience. Anticipated annual salary range for this part-time position is \$32,000-42,000 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