

CAMP SUNSHINE JOB DESCRIPTION

Position Title: Hospital Program Coordinator

Position: Full-time (salaried)

Reports to: Community Program Director

Position Summary

The Hospital Program Coordinator is responsible for planning and delivering Camp Sunshine activities and programs in the hospital and clinic setting. The Hospital Program Coordinator will collaborate with Camp Sunshine staff as well as the on-site hospital professionals to offer supportive and uplifting programs for children and families affected by childhood cancer.

Primary Responsibilities

Hospital Programs

- Assist the Community Program Director with planning and implementing hospital-based programs as directed every week.
- Engage hospital and clinic patients in games, arts and crafts, projects, and other activities in the patient's hospital room, the clinic area, the playroom, or other designated spaces.
- Plan and lead activity groups for patients and their siblings in collaboration with the Community Program Director and/or hospital Child Life team.
- Maintain communication with the family services team at the hospital
- Adhere to all Camp Sunshine and hospital-mandated policies, procedures, and trainings regarding access, HIPAA, health, and safety. Assure all Camp Sunshine volunteers adhere to these policies.
- Manage daily and weekly schedules of hospital and clinic visits and camp activities, incorporating input from hospital staff in developing daily assignments and workflow.
- Maintain inventory of supplies, materials, and age-appropriate activities for use in programming and general Camp Sunshine marketing.
- Supervise and train Camp Sunshine volunteers assisting with hospital and clinic activities.
- Maintain high professional standards as a representative of Camp Sunshine with all constituents, including hospital and clinic staff, children, families, volunteers, and others.
- Evaluate and assess the effectiveness and impact of activities and overall program outcomes.
- Cultivate relationships in and out of the Camp community that will enhance our programming and provide new ideas and opportunities.
- Maintain accurate records of interactions and services to children, families, and staff.

- Coordinate and execute activities with enthusiasm, leadership, and creativity.
- Demonstrate a professional work environment that emphasizes teamwork and ensures respect and recognition for each person's contribution to the organization's success.
- Maintain accurate records on activities and events including contacts with children and families and program participation – documenting the event and participation in Camp Sunshine's database.

Additional responsibilities

- Attend and contribute to Camp Sunshine meetings as scheduled.
- Promote Camp Sunshine and its programs to those children and families eligible for service and to the public.
- Assist with special projects and Camp Sunshine programs as assigned.
- Within the first year of employment attend one week of summer camp.

Qualifications

- *Experience:* The position requires a minimum bachelor's degree in child life, child development or other similar specialty and at least one year of experience working with children with chronic or life-threatening illness. ***A certified child life specialist is strongly preferred.***
- *Knowledge:* An understanding of the needs of children with cancer and their families is beneficial. Knowledge of child development is necessary.
- *Skills and Abilities:* The individual must be highly motivated and energetic. Must be self-directing and be able to work both independently and as part of a team. Individual must possess excellent communication and human relation skills. The ability to relate well to diverse individuals is important. Willingness and ability to work flexible hours, evenings, and weekends is essential. Must be proficient in Microsoft Office products, including Excel, Word, and Outlook.
- *Physical Requirements and Working Conditions:* Services and programs may be delivered in hospital patient room, playroom, common area or in clinic. Must possess a valid Georgia driver's license, reliable personal transportation, current auto coverage and be willing and able to drive to events and programs. Ability to transport approximately 40 pounds of supplies to program service sites, using cart or other means. Successful completion of pre-employment medical requirements of assigned hospitals, including required immunizations.

COMPENSATION:

To be determined based on experience and qualifications. This full-time (40 hours/week) position is currently being benchmarked with the anticipated salary range of \$58,000-\$62,000. This position is eligible for Camp Sunshine's competitive health and benefits plan:

- Paid time off for vacation, sick leave, and 9 holidays
- Paid health insurance and disability insurance, optional supplemental insurance
- 401K and employer matching contribution after 1 year of employment

TO APPLY:

Please submit your resume and cover letter for consideration to Tenise@mycampsunshine.com

Applications without a cover letter will not be considered.

Camp Sunshine enriches the lives of Georgia's children with cancer and their families through recreational, education, and support programs. Camp Sunshine, Inc. provides equal opportunities to all employees and applicants for employment. We will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran status, military status, genetic information, pregnancy, sexual orientation, gender identity, or gender expression.