

CAMP SUNSHINE JOB DESCRIPTION

Position Title: Program Manager
Position: Full-time, salaried position
Reports to: Camp/Program Director and works in close partnership with other program staff.

POSITION SUMMARY

The Program Manager is responsible for supporting Summer Camp and Teen Weekend Retreats. Responsible for Remember the Sunshine bereavement program and a variety of programs for children and teens with cancer which uphold the standards of excellence associated with Camp Sunshine.

MAJOR RESPONSIBILITIES

Program Planning and Direct Services

- Assist in planning, coordination, and supervision of Summer Camp and Teen Retreat Weekends in cooperation with Camp Sunshine Camp Director.
- Plan, coordinate, supervise and evaluate Remember the Sunshine weekend.
- Communicate with campers, families and volunteers regarding events and programs.
- Assist with recruitment and registration process for all camp programming.
- Work with Volunteer Manager to interview, evaluate, and train camp volunteers.
- Work with volunteers to plan, organize and participate in programs and events.
- Supervise and evaluate volunteers at specified programs.
- Attend and support staff in cooperation with Program Director for teen retreat, and other teen programs.
- Represent Camp Sunshine as a partner with Camp Twin Lakes by attending meetings, roundtables, and trainings.
- Work closely with other program staff to ensure Camp Twin Lakes requirements are followed accurately and within deadlines.
- Attend COCA-I annual conference or ACA conference.
- Manage programs with enthusiasm, leadership and creativity.
- Develop and maintain strong working partnerships with volunteers and children and families served.
- Promote Camp Sunshine to those children and families eligible for service and to the public.
- Develop and coordinate new activities for campers as guided by Camp Sunshine's Long-Range Plan.

Leadership and Teamwork

- Maintain files on prospective campers and families and assist in maintaining accurate records and files on current and past campers, families and volunteers.
- Create and maintain a professional work environment that emphasizes teamwork and ensures respect and recognition for each employee's and each volunteer's contribution

- to the organization's success.
- Work cooperatively with program staff and Executive Director in managing time allocated to various programs and attend those programs as needed.
- Attend other programs as needed to assist program staff.
- Assist, as requested, in fund-raising activities and special events.

QUALIFICATIONS

- *Experience:* The position requires a minimum bachelor's degree in child life, recreational therapy, education or other specialty if extensive experience in a similar child centered organization is demonstrated. At least three years of experience working with children, successful program planning and implementation is required. Experience in a children's camp leadership role is preferred. Experience should emphasize supervising staff or volunteers, strong organizational skills and group leadership skills.
- *Knowledge:* An understanding of the needs of children with cancer and their families is beneficial. A foundation in children's camping programs is required. General computer knowledge and use of Microsoft office products are necessary.
- *Skills and Abilities:* An individual, who is highly motivated and energetic and who possesses superior communication and human relation skills is essential. The ability to relate well to diverse individuals at all organizational levels is important. This position requires desire and ability to work as part of a team. Willingness and ability to work weekends and evenings by attending programs and meetings is essential.
- *Physical Requirements and Working Conditions:* Must possess a valid Georgia driver's license, reliable personal transportation, current auto coverage. Must be willing and able to drive to events and programs. While performing the duties of this job, the employee must frequently lift and/or move up to 25 pounds. Documentation of successfully completed immunizations is required.

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 \$65,000-\$72,000. 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.