



## **CAMP OOOHIGEAS**

### **Job Posting: Program Specialist London**

Camp Oochigeas is a privately funded, volunteer based organization that provides kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences. Since 1984, 'Ooch' has been providing a camp experience to over 400 children annually at our private facility near Rosseau, Ontario, during the summer, fall and winter. In 2007, we began providing programming seven days a week in the Haematology/Oncology Division at SickKids. In 2009, we began providing children and their families programming year round at Ooch Downtown (In-City Recreation space in Toronto). In 2015 we started programming at McMaster Children's Hospital and in 2016 we started programming at Children's Hospital, London Health Science Center.

#### **Position Summary**

The Program Specialist is accountable for developing safe, fun and engaging camp-style programs that meet the needs of patients receiving care from the hospitals that Camp Oochigeas serves. This position programs in Children's Hospital, London Health Science Centre, in other locations in London area and occasionally at McMaster Children's Hospital in the Hamilton area. The Program Specialist plays an important role and will be the face of Ooch in all of these areas.

**Reports to:** Manager, In-Hospital Programs

#### **Specific Accountabilities**

##### **1. Planning (5%)**

- a) Participate in the development, execution and monitoring of Camp Oochigeas' short- and long-term plans for all In-Hospital and In-City programming designed to meet the goals for strategic growth of Camp Oochigeas
- b) Monitor and report on the achievement of In-Hospital and In-City program plans
- c) Attend meetings at the Camp Oochigeas office in Toronto
- d) Responsible for supply shopping and ordering for In-Hospital and In-City programs while adhering to yearly budget

##### **2. Programming**

###### **In-Hospital (60%)**

- a) Create and facilitate safe, fun and engaging camp-style programs in a hospital setting that meet the needs of patients receiving care on the in-patient and out-patient units at Children's Hospital, LHSC and also McMaster Children's Hospital as needed.
- b) Facilitate group and individual play programs in waiting areas, play-rooms and bed-side.
- c) Support and collaborate with hospital staff, volunteers and other community organizations.
- d) Support and plan special events that occur at the hospital.
- e) Follow all policies and procedures, including confidentiality and occupational health and safety.
- f) Actively participate in evaluating the success of In-Hospital programs and welcome feedback from London Children's Hospital and McMaster Children's Hospital staff and families.
- g) Meet daily with the Child Life team at the hospital to collaborate on patient needs and updates.

###### **In-City (10%)**

- a) Create and facilitate safe, fun and engaging camp-style programs that meet the needs of patients and families at our In-City Programs in Southwestern Ontario.
- b) Support, coach and lead volunteers in achieving safe, fun and engaging programs that facilitate friendship and fun.
- c) Support and facilitate guest programs that enhance the camp program.

### **3. Outreach (20%)**

- a) Reach out to and develop meaningful relationships with patients and their families on behalf of Camp Oochigeas
- b) Promote Camp Oochigeas programs to patients and families in efforts to recruit and support every child eligible to participate in In-City and Overnight Programs which include supporting families through the online registration process.
- c) Promote Camp Oochigeas programs to medical staff and local community members

### **4. Communication and Administration (10%)**

- a) Complete all administrative tasks required in the planning and follow up of In-Hospital and In-City programs
- b) Record and quantify all program experiences with Camp Oochigeas' tracking system
- c) Document programs to contribute to Camp Oochigeas program resources
- d) Contribute to the communications with campers and families
- e) Keep accurate logs and required documentation to verify work hours and expenses

### **Ethics**

*Help ensure that the integrity, image and quality of all programs are consistent with Camp Oochigeas' mission, operating principles and objectives and adhere to the code of ethics of Imagine Canada and the Canadian Code for Volunteer Involvement, and the policies and procedures of SickKids' (and other hospitals), including confidentiality.*

### **Other Considerations**

- a) This position works a scheduled 40 hour work week per seven days.
- b) This position requires you to attend a one week session and a weekend session at Camp Ooch Overnight Camp.
- c) This position will involve travelling within Southwestern Ontario and will occasionally involve an overnight stay.
- d) This position involves routine evening and weekend commitments.
- e) As Camp Oochigeas continues to grow and serve more families in more places, this position will evolve and may include changes to working conditions and responsibilities.
- f) This position requires you to be able to comfortably lift 15kg.

### **Experience and Qualifications**

#### *Required Criteria*

- a) Post-secondary education
- b) Experience as a staff or volunteer in a camp and/or hospital environment, or working with children in a recreational setting
- c) Experience working with children with special needs
- d) Experience facilitating group programs
- e) Comfort with working in a hospital setting with seriously ill children
- f) Demonstrated ability to co-ordinate or lead people
- g) Current driver's license
- h) Access to a car for job-related duties

- i) Current Police Background Check with Vulnerable Sector Screening
- j) Must have up to date immunization records

#### *Advantageous Criteria*

- a) An understanding of the power of camp
- b) Experience facilitating creative arts programs with children and youth
- c) Experience facilitating musical programs for children of all ages
- d) Experience facilitating programs for toddlers, school age children and teenagers
- e) Demonstrated ability to work with families and an understanding of how illness impacts the entire family

#### *Personal/Professional Characteristics*

Excellent time-management skills, ability to work with limited direct supervision, ability to work very independently, ability to complete administrative tasks in various work spaces. The applicant needs to be a self-starter, resourceful, flexible and adaptable to various programming situations. The applicant must have the ability to connect children with one another, ability to apply principles of child development to programs, an awareness and understanding of children's behavior. The applicant must be dynamic, creative, outgoing, approachable, diplomatic and committed to programming for children with special needs and exceptionalities.

#### **Equal Employment Opportunity**

Camp Oochigeas invites applications from all qualified individuals. Camp Oochigeas is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

#### **Accessibility**

Camp Oochigeas provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

Accommodation will be provided, on request, to applicants with disabilities to enable their participation in the recruitment, assessment, selection and hiring stages.

*Camp Oochigeas has a competitive compensation and benefits package.*

#### **Start Date**

October 2017

#### **To Apply**

Please send us a cover letter, including your salary expectations, along with your resume to reach us by September 4<sup>th</sup>, 2017

Fax, mail, or email is acceptable and needs to be addressed to the attention of:

Human Resources, Program Specialist, London  
Camp Oochigeas  
464 Bathurst Street  
Toronto, ON M5T 2S6  
Fax: 416 961 2267 **No phone calls please**  
[hr@ooch.org](mailto:hr@ooch.org)

*Only applicants selected for an interview will be contacted. For more information about Camp Oochigeas, please visit [www.ooch.org](http://www.ooch.org)*