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**2023 EMPLOYMENT  
OPPORTUNITIES HANDBOOK**

## Applicants to Camp Goodtimes:

Camp Goodtimes provides children and youth affected by cancer and their families with an unforgettable summer camp experience in a medically supervised, safe and supportive environment. We've been friendship-building and memory-making in British Columbia since 1985 and work with nearly 500 campers each summer through our kids, family, and youth camps.

We are proud to host Camp Goodtimes at two facilities throughout the summer. The first five weeks take place at the UBC Malcolm Knapp Research Forest's stunning Loon Lake Retreat Centre near Maple Ridge, BC and our last two weeks of programming take place at Camp Pringle on the shores of Shawnigan Lake on Vancouver Island.

We believe that time spent at camp allows kids to just be kids, away from their diagnosis. We are proud to provide programming that gives joy, confidence, support, and hope for children with cancer and their families.

## Canadian Cancer Society's mission

The Canadian Cancer Society is a national, community-based organization of volunteers whose mission is the eradication of cancer and the enhancement of the quality of life of people living with cancer.

In addition to following the Canadian Cancer Society's program standards, we are proud to work within the guidelines of the following organizations:



## The Camp Goodtimes Team

Our staff and volunteer team are comprised of individuals that...

- Are positive role models and leaders for campers.
- Are self-motivated and demonstrate positive values.
- Are excited to work in an environment that is focused on helping children build connections and realize their full potential.
- Demonstrate enthusiasm for working in a team and are willing to support where needed.
- Are flexible and comfortable working in a demanding environment (24 hours a day, six days a week, living in close quarters with many other people).
- We require that all staff and volunteers will be fully up-to-date with their COVID-19 immunizations as per current [BC government guideline](#). This includes showing proof of a booster within 6 months of your camp session start.
- We require all staff and volunteers to provide evidence of up-to-date childhood immunizations.



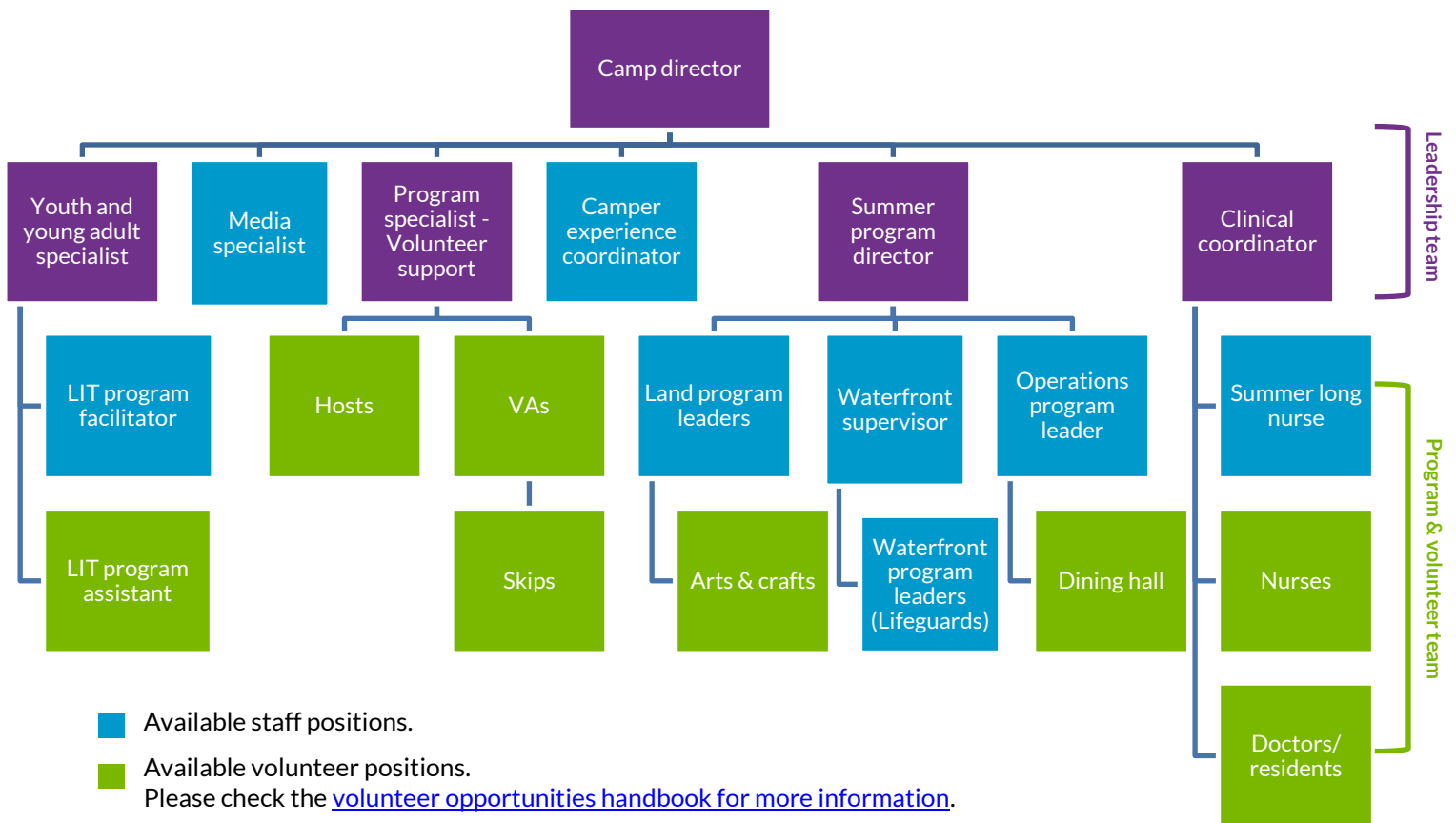
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## Camp Goodtimes summer organizational chart:



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## Employment opportunities:

### Leadership team opportunities:

All members of the leadership team report directly to the summer camp director. They work as a team to build a positive camp culture and ensure the safety and overall well-being of camp participants. The leadership team is responsible for the planning and delivery of volunteer training.

Camper experience coordinator (1 position)  
Position dates: April 25 – September 1, 2023

The camper experience coordinator is responsible for camper care and skip and host development. They oversee the safety and well-being of every camper who comes to camp and provide assistance and support to skips and hosts in dealing with day-to-day camper situations. The camper experience coordinator communicates regularly with parents and guardians in a professional manner and coordinate responses to participants who require social-emotional and behavioural support.

**Requirements:** Standard First Aid, CPR-C, previous camp experience or equivalent experience working with youth in an educational/recreational setting, clear Criminal Record Check.

**Preferred:** Preference given to those who have studied in a child development, social work, counselling, or outdoor recreation field.

Media specialist (1 position)  
Position dates at camp: July 2 – August 25, 2023  
Training dates: May 12 -13, June 10,11, 27, 28

The Camp Goodtimes Media Specialist is on-site during all camp sessions to capture the magic moments of camp in pictures, on video and through social media. Photos and videos will be shared with participants and volunteers and used in Camp Goodtimes marketing.

**Requirements:** Experience working with programs such as Adobe InDesign, Illustrator and Photoshop. Experience with video editing, photography, and videography. Clear Criminal Record Check.



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## Program team opportunities:

Program staff members are highly committed and flexible individuals who are responsible for instructing camp activities and supporting other staff and volunteers in delivering programs. They will also have other daily responsibilities such as helping with the supervision of campers, evening cabin support, evening programs, program logistics and the care and maintenance of camp program equipment. Program staff report directly to certain members of the leadership team.

### Waterfront supervisor (1 position)

Position dates: May 12-13, June 2 – August 25, 2023

The Waterfront supervisor is responsible for the oversight of all programming and safety at the waterfront. This includes leading the water-based program leaders, overseeing the annual set-up and clean of the waterfront facility, and overseeing the delivery of all waterfront programming.

**Requirements:** Current NL Award, Standard First Aid, CPR-C, clear Criminal Record Check. Experience working as a lifeguard in a leadership role.

**Preferred:** Preference given to those who have previous residential camping experience and a boating certification.

### Waterfront program leader (2 positions)

Position dates at camp: July 2 – August 6, 2023

Training dates: May 13, June 10, 11, 27 and 28

Water program leaders are responsible for the safety and positive experience of all campers and staff on the waterfront and they ensure swimming and boating activities meet BCCA and CCS standards. The waterfront is one of the focal points of Camp Goodtimes and lifeguards are required to execute all water programming including swimming lessons, boating and special event programming at the dock.

**Requirements:** Standard First Aid, CPR-C, NL Award, clear Criminal Record Check.

**Preferred:** Lifesaving Instructor and other aquatic awards and previous camp experience.

### Waterfront program leader (1 position) – longer contract

Position dates at camp: July 2 – August 6 and August 11 – 25, 2023

Training dates: May 13, June 10, 11, 27 and 28

Water program leaders are responsible for the safety and positive experience of all campers and staff on the waterfront and they ensure swimming and boating activities meet BCCA and CCS standards. The waterfront is one of the focal points of Camp Goodtimes and lifeguards are required to execute all water programming including swimming lessons, boating and special event programming at the dock.

**Requirements:** Standard First Aid, CPR-C, NL Award, clear Criminal Record Check.

**Preferred:** Lifesaving Instructor and other aquatic awards and previous camp experience.



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Land program leader (3 positions)

Position dates at camp: July 2 – August 6, 2023

Training dates: May 13, June 10 -11, June 27 - 28

Land program leaders provide support in all areas of camp to ensure we are providing intentional, creative, safe and fun programs at camp. They will take a lead role facilitating skill-based programs at camp as well as camp-wide programs and special events. Program Leaders must be comfortable facilitating programs as well as teaching facilitation skills to volunteers.

**Requirements:** Standard First Aid, CPR-C, extensive previous camp experience, clear Criminal Record Check.

Operations program leader (1 position)

Position dates at camp: July 2 – August 6, 2023

Training dates: May 13, June 10, 11, 27 and 28

The Operations program leader will be part of the land program team, take part in facilitating creative based programs and support the operations of camp. They will lead the Dining Hall volunteer team to wash dishes, set up meals, organize water stations and general maintenance around camp. They are also responsible for training staff and volunteers on a fleet of golf carts.

**Requirements:** Standard First Aid, CPR-C, extensive previous camp experience, clear Criminal Record Check.

Leaders In Training facilitator (1 position)

Position dates at camp: July 2 – August 6, 2023

Training dates: May 13, June 10, 11, 27 and 28

The LIT facilitator will report to the Youth and Young Adult Program Specialist will deliver the leadership program for 16-18-year-old youth. This means supporting program, as participants develop communication skills, trust- and respect-building skills, time management skills and general leadership skills. The role also entails supervising participants when during down time and ensuring the physical and emotional safety of campers on site.

**Requirements:** Standard First Aid, CPR-C, extensive previous camp experience, clear Criminal Record Check.



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## Medical team opportunities:

The medical team changes each week of camp and is made up of nurses, residents and physicians that provides medical support and safety of up to 70 Camp Goodtimes participants and 60 staff and volunteers. This position below is for the entire summer. If you wish to learn more about the medical team for just one session, please head over to the [medical section of our website](#).

### Summer long nurse

Position dates at camp: July 2 – August 25, 2023

Training dates: May 12-13, June 10, 11, 27, 28

The summer long nurse works with the Medical Clinical Coordinator, medical team, and leadership team to ensure the safety of campers and consistency of processes in the medical shed. They will perform treatments and follow procedures as required to care for the Camp population. They will clearly document medical treatment, required follow up, and incident reports on any and all issues that may need further attention. They will support the general health and well-being of the campers, volunteers, and staff.

**Requirements:** Standard First Aid, CPR-C, extensive previous camp experience, clear Criminal Record Check.

## How to Apply:

For more detailed job descriptions and application links please click the postings linked from this page

[CLICK HERE TO APPLY](#)

All applicants must submit a cover letter and resume as part of their application.

The final deadline for all applications is **February 2, 2023, at 11:59 pm**. Applications received after this deadline will be considered for subsequent rounds of hiring if positions are still vacant. As part of the hiring process, candidates are required to participate in a virtual or in-person interview.

Any questions regarding the application process can be directed to:

Danielle McVicar  
Camp Director, Camp Goodtimes – Canadian Cancer Society  
Email: [Danielle.McVicar@cancer.ca](mailto:Danielle.McVicar@cancer.ca) Phone: 778.897.2457

We thank you for your application; however, only candidates selected for interview will be contacted.

In the spirit of leadership, personal development, and professionalism during and after this hiring process, Camp Goodtimes will only communicate directly with applicants.



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