



Ronald McDonald House Charities® of Southern California
Camp Ronald McDonald for Good Times®
Program Associate
Job Description

Job Title: Program Associate
Division: Camp Ronald McDonald for Good Times®
Reports To: Program Director
FLSA Status: Non-exempt, full-time
Prepared Date: November 2016

Purpose: The goal of Camp Ronald McDonald for Good Times® (CRMfGT) is to create a positive long-lasting impact on children with cancer and their families by providing fun-filled, medically supervised, cost-free, year-round camp programs.

Outcomes: As a result of attending camp, each camper will develop a positive identity, develop independence & self-reliance, develop social competencies and feel a sense of support. To support these outcomes, all camp staff and volunteers strive to create a camp environment that is both physically and emotionally safe and promotes respect of camp property and facilities.

Position Summary: The Program Associate provides on-going support to the Program Director in the development and execution of camp programming that meets the goal and outcomes stated above. The Program Associate will develop and implement a year-round strategy for teen campers. The Program Associate will lead efforts to develop a diverse camper and volunteer alumni program in conjunction with the development team. The Program Associate will be a member of the program delivery team during all camp sessions, including summer camp. The Program Associate will work out of Camp's Los Angeles offices, except during summer camp, at which time the Program Associate will reside and work at our facility in the San Jacinto Mountains.

About our Culture: Camp Ronald McDonald for Good Times® has a small and fiercely dedicated team working to meet our goals and objectives, and fulfill the mission of Ronald McDonald House Charities® of Southern California which is to provide comfort, care and support to children and families in our region. We work closely as a team, keeping our focus on what is best for Camp as a whole while supporting one another on all fronts to ensure our collective success. We build on each other's strengths and respect the contributions of every individual. We foster genuine relationships at all levels, among staff, volunteers, donors, board members, and those we serve.

General Responsibilities:

Specialized Programs

- Develop and implement a year-round approach for teen leadership program (Wilderness Outdoor Leadership Program, aka WOLP)

- Create and implement opportunities for WOLP Campers to stay engaged in Camp and leadership activities throughout the year (ie. day programs, volunteer opportunities)
- Develop and administer online portal / resources for teens (ie. psycho / social support, college prep, scholarships, job prep (interview tips, how / where to apply))
- Develop recruitment material specifically targeting new teen campers
- Develop and coordinate a WOLP Leadership Council
- Support program development and bring consistency to summer camp by leading activities in WOLP or Camp's Adventure Program (ropes course)

Program Development & Delivery

- Assist in conducting volunteer interviews
- Help develop and prep for summer activities, trainings, programs, etc.
- Help provide leadership for execution of Family Camp & rental group weekends
- Help prepare and conduct pre-camp and in-service staff trainings
- Assist in the execution of camp operational policies and procedures

Provide Camper Support

- Provide a physically and emotionally safe camp experience
- Support camp volunteers and campers in all aspects of behavior management
- Maintain working knowledge of significant developments and trends in camp programming, youth development, and camp best practices

Alumni & Resource Development

- Lead efforts to develop a diverse camper and volunteer alumni program that includes outreach, engagement activities, relationship building, special programming and events
- Create and execute a communication plan to provide consistent and ongoing engagement with alumni
- Provide tactical support for Alumni Committee and staff leadership
- Lead efforts to update and clean alumni database and create vehicles to capture information from alumni Camp has lost contact with
- Assist in identification of current families, volunteers and alumni for fundraising efforts, donor cultivation, Board and leadership positions, corporate engagement, etc.
- Assist the development staff in the identification of teen campers that can take on leadership roles in fundraising activities, and provide support & coordination for those activities (ie. Walk for Kids, annual gala)
- Assist in execution of Camp fundraising events

Education and Experience: Bachelor's degree required; youth development, recreation or related field preferred; 2-3 years of experience working in residential camp programs; experience delivering youth leadership programming, rope courses/adventure programming preferred; ability to become certified in ropes course/adventure programming required (Camp to provide funds for certification); clerical, administrative, retail, sales and other related experience a plus.

Knowledge and Skills:

- Capacity to create strong, supportive relationships with camp families and campers
- Genuine care for the children and families served by camp

- Ability to deal with conflict and challenges in a way to create a positive result
- Good character, integrity, and ability to adapt to camp setting
- Enthusiasm, sense of humor, patience and self-control
- Highly motivated, self-starter with strong time-management skills
- Ability to self-prioritize and work independently
- Ability to think creatively
- A strategic outlook that allows one to see the big picture while simultaneously focusing on the details of day to day execution
- Strong organizational skills, including the ability to manage a significant number of relationships
- Ability to build and maintain effective and positive relationships with colleagues, volunteers and donors
- Excellent written and oral communication skills
- Ability to be flexible and responsive to changing priorities and the needs of the Camp team
- Open to self-reflection, feedback and supervision

Reporting Relationship: This position reports to Program Director

Supervisory Responsibilities: This position supervises volunteers

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A clean driving record is required.

Work Schedule: Family Camp and Winter Camp sessions, specialized staff training, and rental groups are held over weekends (September-May) and require travel to and from Camp's facility in the San Jacinto Mountains. During Summer Camp season (June-August), Program Associate is required to reside at the Camp facility. Room and board are provided by Camp for the duration of the season.

Language Skills: The ability to read and write fluently in English. Spanish language skills are a plus. Ability to read and interpret general business periodicals and professional journals; to write reports and business correspondence; to effectively present information and respond to questions from groups of managers, clients, volunteers, families and the general public.

Mathematical Skills: Ability to calculate figures and amounts including percentages.

Computer Skills: Proficiency in Microsoft Office (Word, Excel, etc.), graphic design and database management a plus.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel; talk or hear. The employee is frequently required to stand. The employee must frequently lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Equal Opportunity Employer

How to Apply

Email a cover letter that demonstrates your ability to communicate effectively and your specific interest in working at Camp Ronald McDonald for Good Times, and resume to hr@rmhcsc.org.

Please note the following in the Subject Line of the email: Camp Program Associate