



## Camp Happy Days Programs and Camp Manager

### ***Mission and Purpose:***

Camp Happy Days serves families with children battling pediatric cancer in South Carolina. Camp Happy Days' mission is to offer support and encouragement to children diagnosed with cancer and their families by providing cost-free, year-round programs, special events and access to crisis resources. The primary goal is to improve the physical, emotional and psychological health of the entire family facing pediatric cancer.

### ***Position Description:***

The Programs Manager is responsible for assisting in planning and implementing all programs that serve CHD families including Camp, Family Weekends, Young Adults and Teen Weekends, Pre-Teen events, Doodlebug events, Teen events, Dream Dates, day events, and any other special event throughout the year. They must be enthusiastic, compassionate, committed to our cause and have high energy.

### ***Principle Duties:***

- Responsible for initial Intakes of new families and updating records of new and returning families.
- Outreach to Greenville and Columbia Hospitals – Meet with social workers and/or child life specialists monthly to determine their children's and family's needs and to get referrals. Work on engaging Greenville and Columbia social workers in our programs and activities.
- Assist in planning and implementing small programs (Check Up, Dream Dates, Young Adult Weekend, Financial Assistance, Holiday Giving) – these programs offer encouragement, resources and support to engage families. This includes traveling across the state but specifically in key areas such as Charleston, Greenville, Columbia and Myrtle Beach.
- Assist in the planning and implementation of large programs (Camp, Family Weekend, Teen Weekend, Young Adult Weekend, and Holiday Festival) - assist Programs Director in the organization and logistical planning of all overnight events.
- Programs Policies and Procedures – Work on the current policies and procedures manual and bring it up to date for all programs. This includes working directly with the Programs Director and the Programs Committee.
- Assistant Camp Director- Manage vendors before and during camp, logistics, order camp supplies.
- Ensure that all campers' paperwork is turned in on time, keep track of paperwork, update as needed. Work with Grant Writer to ensure all paperwork is uploaded to CampSite.
- Work with Programs Committee and Grants Writer to develop program evaluations and program quantitative and qualitative goals and measurement for each program and the process for

communications, instructions, distribution, and retrieval. Keep data up to date for each program on an excel document in the Programs folder.

- Assist Programs Director and Programs Committee Chair with monthly Program Committee
- Assist chairs of committees or Programs Director with Camp Planning and People Committees.
- Tasks include phone calls, scheduling, event planning and logistics, program management, filing, data entry, survey preparation and compilation, and monitoring programs for qualitative and quantitative purposes.

**Qualifications:**

- **College degree required**
- **Must have 2 to 3 years experience**
- Leadership skills
- Experience working in parks and recreation or event planning preferred
- Knowledge and experience working with Excel, Word, Publisher, PowerPoint, and Constant Contact
- Planning/Organizing abilities (scheduling events, contacting vendors/volunteers/families)
- Social Media Knowledge
- Experience working with children
- Good verbal and written communications
- Being a team player and collaborative organizational member
- Must be able to lift 25lbs and stand for extended periods of time, climb stairs, reach, twist, walk and/or run.
- Must have own vehicle and valid driver's license.
- Must be available to work evenings/weekends.
- Crisis management skills
- Time Management

**Supervisor/Manager**

- Programs Director