



CAMP SUNSHINE SPECIAL EVENTS AND PROGRAM COORDINATOR JOB DESCRIPTION

Camp Sunshine Overview

Camp Sunshine enriches the lives of Georgia's children with cancer and their families through year-round recreational, education and support programs. Founded in 1983 by Dorothy Jordan, Camp Sunshine has grown from 40 summer campers in its first year to over 400 during its 35th annual camp in 2017. Camp Sunshine will serve thousands of children and their family members throughout the year with over 140 programs – including weekend camps, day programs and hospital based activities. Over 300 volunteers make Camp Sunshine's programs possible. In 2003, Camp Sunshine House was built to serve as a place that provides free support services and recreational programs for children with cancer, as well as their families throughout the year. Camp Sunshine regional programs occur throughout Georgia – allowing families to participate in activities in their own communities.

POSITION: Special Events and Program Coordinator
Full Time – salaried approximately 40 hours per week, exempt

REPORTS TO: Reports directly to Program Director and works in close partnership with all staff in coordinating programs and special events.

POSITION SUMMARY

The Special Events and Program Coordinator will support the Special Events Manager and staff in planning and executing special fundraising events, and work with community groups organizing events for Camp Sunshine. The position will also include working with Program Staff to coordinate special local and regional programs for Camp Sunshine families.

MAJOR RESPONSIBILITIES

Program Planning and Direct Services

- Assist Program Staff in planning and executing programs for children with cancer and their families.
- Plan, execute and evaluate regional and local programs for children and families.
- Communicate with families and volunteers regarding programs.
- Attend regional and local programs as directed by Executive Director and direct supervisor, requiring evening and weekend programs.
- Coordinate and execute activities with enthusiasm, leadership and creativity.
- Demonstrate a professional work environment that emphasizes teamwork and ensures respect and recognition for each person's contribution to the organization's success.

- Promote Camp Sunshine to those children and families eligible for service and to the general public.
- Maintain accurate records on activities and programs including contacts with children and families and program participation.
- Adhere to all Camp Sunshine policies and assure volunteers adhere to Camp Sunshine policies.

Special Events and Community Engagement

- Assist Special Events Manager and staff, as requested, in fund-raising special events.
- Assist community organizations and groups conducting fundraising events to benefit Camp Sunshine. Communicate and uphold fundraising policies and standard.
- Recruit and support volunteers for special events, assuring that they adhere to Camp Sunshine policies.
- Maintain accurate detailed records for income and expenses for special events under your direction.
- Complete and submit all required paperwork and attendance forms on time.
- Represent Camp Sunshine as assigned at fundraising or other public events.
- Provide accurate and appropriate information to the public and promote Camp Sunshine in positive light.
- Assist with special projects and perform additional duties as assigned.

QUALIFICATIONS

- *Experience:* The position requires a minimum bachelor's degree and experience working with children with chronic or life-threatening illness. Experience with event management and supervising volunteers is preferred.
- *Knowledge:* An understanding of the needs of children with cancer and their families is beneficial.
- *Skills and Abilities:* An individual, who is highly motivated and energetic and who is able to be self-directing and work independently and well as part of a team. Individual must possess excellent communication and human relation skills. The ability to relate well to diverse individuals is important. Willingness and ability to work flexible hours, evenings and weekends is essential. Must be detail oriented with good time management and organizational skills. The ability to plan, prioritize and follow through in timely manner is critical. Must be proficient in Microsoft Office products, including Excel, Word, Outlook. Experience with Blackbaud products is beneficial.
- *Physical Requirements and Working Conditions:* Services and programs may be in a variety of places and around the state of Georgia. Must possess a valid Georgia driver's license, reliable personal transportation, current auto coverage and be willing and able to drive to events and programs. Ability to transport approximately 40 pounds of supplies to program and event sites, using cart or other means.

Please provide a resume and cover letter to Camp Sunshine at sally@mycampsunshine.com. Cover letter should describe why you are interested in working at Camp Sunshine and how your professional and personal experience will be an asset to the organization.