



## Connection Programs Coordinator

20.5 month contract (June 2025 - Feb 2027)  
32 hours/week

**PLAY | CREATE | DEVELOP | MOTIVATE | INSPIRE | MAKE A DIFFERENCE**

### About us:

West Coast Kids Cancer Foundation (WCK) is a charity that supports families with small actions that make a big impact every day. Our families need food, connection, resources, and mental health support while navigating childhood cancer and blood disorders. We help families feel supported and heard through family-led programming that eases the burden.

### About you:

You are a highly communicative and genuinely compassionate soul eager to make a serious and positive difference in the lives of kids and their families. You are equally at ease talking with kids, young adults, youth volunteers, caregivers, and nonprofit organizations. You are skilled at taking the lead and juggling multiple priorities while staying calm, lighthearted, and approachable. Delegation comes as naturally to you as stepping in whenever needed to get things done. At the end of the day, this job is all about connecting with people, and that is what you were born to do!

### About this role:

This role oversees and manages WCK's Connection Programs - City Camp and The Club. You will develop and implement programming tailored to meet the diverse needs and abilities of kids and young adults affected by cancer and blood disorders. Reporting to the Operations Manager, you will work within a hybrid model (in the Burnaby office, at the camp location in Surrey, and from home) and join the other passionate and dedicated members of the WCK team to support families across B.C. navigating childhood cancer and blood disorders.

### As a valued member of our team, you will:

- Develop, implement, evaluate, and continually improve safe, fun, and inclusive youth programming for spring break and summer day camps
- Lead the planning and execution of monthly online social hangouts and an in-person retreat for young adults
- Liaise with program partners at Surrey School District, Surrey Memorial Hospital, BC Children's Hospital, and other community organizations
- Train, support, motivate, recognize, and inspire teams of volunteers
- Hire, manage, and support seasonal contract staff and internship students
- Work closely with the WCK medical committee to ensure participants' health and safety
- Develop personalized support plans for participants (as needed) in consultation with families
- Maintain and update records, including participant lists, program attendance, health and medical forms, and incident reports
- Communicate with and support program participants and families
- Oversee and manage program budgets and expenses
- Collect program impact information such as stats, quotes, and feedback
- Foster an open, compassionate, and inclusive environment where everyone feels welcome



### **What you bring to the role:**

#### **Education and Experience:**

- 2+ years working in a related position or environment
- Post-secondary education in a related field, e.g. childhood education, recreation therapy, child and youth care, camp management, recreational management, or related disciplines
- Experience with program planning, development, and evaluation
- Experience with developmental disabilities, special needs, and behavioural management
- Experience dealing with sensitive situations with compassion and diplomacy
- Experience training, managing, and working with volunteers or staff is strongly preferred
- Experience working with youth with complex medical and behavioural needs is an asset

#### **Skills & Abilities:**

- Exceptional communication and interpersonal skills are essential
- Flexibility to work independently as well as with a dynamic team
- Self-motivation, curiosity, and a willingness to learn
- Ability to inspire and motivate others
- Attention to detail and strong organizational skills
- Demonstrated understanding of child cognitive stages of development and the ability to plan and adapt programming to varied and changing situations, including age levels, group numbers, diversity, etc.
- Comfortable with tech such as Google Workspace, Airtable, ClickuUp or similar project management and database systems
- [Up-to-date immunizations](#) are required
- A clear Vulnerable Sector Criminal Record Check
- Ability to lift up to 30 pounds
- Valid driver's license. Access to a personal vehicle is an asset.
- Valid First Aid and CPR certificates are an asset
- Secondary language skills are an asset

### **Compensation and Details:**

- This position is 32 hours/week
- The contract is for 20.5 months, from Mon, June 2, 2025 to Thurs, February 18, 2027
- Salary range is \$54,000 - \$58,000/year
- This role is required to occasionally work evenings and weekends
- Extended health benefits
- 3 weeks paid vacation + 1 week office closure between Christmas and New Year's

### **To Apply:**

We want to hear from you! To apply for this position on the WCK team, please send a cover letter and resume (including your favourite game to play with kids) to Alice Cheung, Operations Manager at [careers@wckfoundation.ca](mailto:careers@wckfoundation.ca).

West Coast Kids Cancer Foundation is committed to equality, diversity and a welcoming and inclusive workplace. We thank all applicants for their interest; however, only short-listed candidates will be contacted for consideration.