



Canadian Cancer Society's CAMP GOODTIMES

----- INFORMATION FOR VOLUNTEER STAFF MEMBERS -----



① About our teen, family, and kids' programs:

The Canadian Cancer Society's Camp Goodtimes began in 1985 when bereaved parent and first founder, Lois Youngson, brought volunteers and BC Children's Hospital nurses and doctors together for 25 children. That one week of camp has grown to seven summer sessions that serve over 450 participants at our Kids' Camps, Teen Program, Family Program and Leader in Training (LIT) Program.

In 2004, we moved our site to Maple Ridge, BC where our lakeside buildings rest within the University of British Columbia's Research Forest. Heated buildings are just one of the comforts afforded by this new site that allows our programming to focus on safety, fun, and accommodating activities.

Each of our summer programs offers:

- an onsite health care staff team that provides 24-hour health care
- a fun-filled, happy, and safety minded experience
- a chance to take a break from the realities of cancer
- programs are developed and maintained with the help of the oncology and social work departments of BC Children's Hospital
- a staff of CCS employees with 300 onsite volunteers that provide excellent supervision ratios:
 - Kids' Camps = 4:1 minimum, up to 1:1
 - Teen Program = 4:1 minimum, up to 1:1
 - Family Program = 5:1 minimum, up to 1:1 for children (when not supervised by their parents or caregivers)

- **The letters we receive from parents** tell us that Camp Goodtimes has been successful beyond our dreams.
- Our growing numbers tell us that we have the **confidence of families and the medical profession**.
- The Camp Goodtimes Program is **supported by volunteers** who make Camp Goodtimes what it is, and by **donations** from individuals, groups, and service clubs. We are indebted to all of these people, for without their thoughtfulness and generosity, programs like this would not be a reality.

① Important notes about this Application package:

Camp Nurses and Doctors fill out the Medical Volunteer application forms. Please make sure you are filling out the correct application.

Are you unable to commit to a full week of camp this year but would still like to help?

- If so, please call the CCS office for more information about becoming a helper on camp departure and return days, a cargo van driver on weekends, and more. If you have Camp Goodtimes experience, we could use your help with events such as training, interviewing, etc!! Contact us, please.

Before filling out your online application...

- The first part of this package is information. Please review & keep these pages for future reference!

Before submitting your online application...

- Note that certificates can be submitted AFTER you submit your application.
- Please read and fill out each section thoroughly, as there may be changes from past years.
- Please ensure that you have all forms necessary to complete the application process.

SUBMISSION DUE DATES...

- **FEBRUARY 15, 2011** – Priority for summer placement (or interview opportunities) will be given to applications received (or postmarked) by this date.
- **UP UNTIL JUNE 2011** – We will continue to consider applications for certain positions.
- We have early application interviews, so please submit your application now ☺
- Please understand that in order to provide programs to our child, teen, and family participants, we must secure volunteers as early as possible. At the submission deadline, we evaluate new and returning volunteers on an equal basis. Staff selection is based on providing the best possible staff team.

Contact us for further information at sjasmins@bc.cancer.ca or call 604.675.7136 or 1.800.663.2524 ext. 7136

Canadian Cancer Society Privacy Policy: The Canadian Cancer Society, BC and Yukon Division is committed to protecting the privacy of personal information in our possession or under our control in accordance with the Personal Information Protection Act (PIPA). PIPA regulates the way we collect, use, keep, secure and disclose personal information. Please see the included page of waivers and agreements for specific details

📌 Keep this information: Application Checklist / Steps

- 1) **Read through the information pages.**
 - There is new information this year.
 - Keep these pages as reference material.
- 2) **Fill out the online application.**
- 3) **Complete and send in Part two of the application to our office (address provided on information sheets).**
 - Documents you already have on hand such as driver's abstract, first aid/CPR-C certificate copies, lifeguarding award copies, Criminal Record Search (if the Police agencies hand/send it to you), and so on.
 - We require the original copy of your Criminal Record Search (we will not accept photocopies)
 - We do not need original copies of your certificates, photocopies are sufficient (First Aid, CPR C & lifeguarding award)
- 4) **Get ready to communicate through email.**
 - Ensure that the following addresses will NOT be blocked by your email account: gotcamp@bc.cancer.ca & sjasmins@bc.cancer.ca
- 5) **NEW volunteers only: Reference Forms & Interview information:**
 - RETURNING volunteers may disregard the Reference Forms unless they have now taken 3 or more summers off.
 - New volunteers are required to provide to us with one Supervisor Reference and a Co-Worker Reference or a 2nd Supervisor Reference. Your referees should mail this form to us directly or provide it to you in a sealed envelope for you to provide to us.
 - New volunteers will be contacted via email to schedule an interview. Interviews will be held in March and April.
- 6) **Sign and send in your waivers (if not done at the time of application).**
 - You are not required to sign the waivers provided in order for your application to be accepted for consideration, but we will require them in order for you to ultimately become a volunteer this summer.
- 7) **Have your CRS (Criminal Record Search) completed and make sure it comes to our office.**

Please note there was a major National Policy change effective July 9, 2010 in how criminal record checks are processed, resulting in a 2-4 month processing period. Please see the 2011 Criminal Record Search Process & Materials on our website for the changes.

- Every volunteer and paid staff member onsite at our camps are required to have a CRS completed **annually** in the interest of our campers' safety.
 - This background step prevents us from hiring individuals with a criminal history that may pose a threat to those onsite.
 - Our website has downloadable resources to help you with obtaining your CRS.
 - While some Police agencies will hand or send you your CRS, others will mail it directly to us. Call them ahead of time to find out what you might need to bring so the process is easier for you!
 - In the event that we do not have your CRS on file when we need to make final volunteer selections, we will have to choose someone with a CRS on file.
 - If there is any issue with your CRS, we will contact you personally in regard to it.
- 8) **Obtain your STANDARD FIRST AID & CPR-C certificates and make sure they come to our office by June 30, 2011.**
 - Please contact us if you have taken or would like to take a course other than those underlined below.
 - Here are 3 web addresses with related information: www.sja.ca/bc www.redcross.ca www.litaquatics.com
 - **Standard First Aid**
 - Must be renewed every 3 years.
 - Courses are available through St. John Ambulance, Canadian Red Cross, as well as private companies.
 - Expiry dates are sometimes not indicated on the cards you hold.
 - **CPR-C**
 - Must be renewed EVERY YEAR!
 - CPR-C covers child-CPR
 - It can be taken one of three ways: as a separate course, within a First Aid course, or as a re-certification.

① Keep this information: Our Contact Info

Canadian Cancer Society mailing address:

Camp Goodtimes
565 West 10th Avenue
Vancouver, BC Canada
V5Z 4J4

For general information, contact:

Phone: 604.675.7141
Toll Free: 1.800.663.2524 ext. 7141
Fax: 604.675.7124
Email: gotcamp@bc.cancer.ca

① Keep this information: Volunteer Requirements

- 19 years or older (22 years old if applying for Teen Program)
- One-week, overnight commitment
- Interview required for new volunteers
- Standard First Aid and CPR-C required
- Criminal Record Search required
- Availability for training days
- More information below:

AGE: Volunteers must be at least **19 years** old by June 30 of the camp year you are applying to with the exception of our Teen Program. Teen Program volunteers must be at least **22 years** old by June 1 of the year you are applying to.

TIME COMMITMENT: Volunteers are required to stay overnight for the duration of each session they apply to (from 3 to 6 nights, depending on the session).

INTERVIEW: New applicants will be asked to attend a group interview session. In some cases, phone interviews can be arranged (for those out of town), but applicants interviewed in person may be given preference.

PROXIMITY: Due to expense, preference is given to applicants in the Lower Mainland unless remote applicants are willing to cover their travel costs. If you have a request for reimbursement, you must contact our offices for pre-approval. Not all expenses are eligible for reimbursement. This is done in order to be responsible with the donations we receive, which allows us to provide our program at no cost to families.

STANDARD FIRST AID & CPR-C: Volunteers must obtain VALID certificates and supply copies to us by June 1, 2011. (they can be obtained AFTER your acceptance to camp).

TRAINING: CCS Camp Goodtimes provides required training to all positions on site, including new and returning staff and volunteers. Our required training enhances Camp Goodtimes' standard of care, programming, and safety for our participants. As well, we commit to best practices and accreditation requirements of the BC Camping Association (BCCA) as well as Canadian and international oncology camping guidelines (CAPOC & COCA-I).

Please make note:

****Volunteers who commit to our training requirements will be accepted with priority.***

****Any accepted volunteers who fail to follow through on training commitments will most likely be required to give up their volunteer position so that a trained volunteer can attend in their place.***

*Successful applicants who live within a 6 hours drive from our site are required to attend our overnight Training Weekend and read our Volunteer Training Manual	*Successful applicants who live more than a 6 hours drive from our site are required to read our Volunteer Training Manual and complete our Distance Training Exam (essay format)
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EXPERIENCE: Preference is given to applicants with a background in childcare and/or camping/outdoor recreation and/or Camp Goodtimes experience, though none of these backgrounds ensure acceptance.

ACCEPTANCE: Each year, we have a surplus of applicants' applying for a limited number of volunteer positions. Both new and returning volunteers are accepted based on most qualified for each role. It is more likely that you will be accepted if you are available to attend in various roles, various one-week sessions, and training.

① Keep this information: General Onsite Roles

Kids' Camp/Teen Camp SKIP

A Skip is our term for a cabin leader or camp counsellor. Skips are assigned cabin groups. Each cabin group's campers are assigned by gender and age range. Each cabin group is assigned at least 2 Skips. The responsibility of each Skip is to be aware of their assigned campers' safety and hygiene 24/7, as well as assisting the program team and activity supervisors at the various activities throughout the session.

1:1 SKIP

A Skip is our term for a cabin leader or camp counsellor. 1:1 Skips are assigned to one particular camper who may need extra attention or care. The responsibility of each 1:1 Skip is to be aware of their assigned campers' safety and hygiene, as well as assisting the program team and activity supervisors at the various activities throughout the session. Additional medical and/or camper support information will be provided for any Skip assigned to a 1:1.

Camp Nanny

A Camp Nanny is responsible for the safety, hygiene and entertainment of the medical volunteer's children while the medical volunteer is on duty. The number of children will range from 1 to 5 all being under the age of 6. Experience with infants and toddlers are necessary. When not taking care of the assigned children, the Nanny will take on an APIC role to assist where camps needs are the highest.

Family Program HOST

At our Family Program, Hosts are assigned to family groups as leaders who help answer questions and assist with program activities. Hosts are also assigned to age groups to supervise campers and facilitate activities during parent sessions.

Arts & Crafts Team

Each week, a team of 2-3 people run the arts & crafts portions of the program as well as help to maintain our "awards tent" and help organize and decorate various planned activities with the guidance of the Program Supervisor. Arts & crafts represents a large part of our week, so in addition to helping with the camp program, you spend a lot of time with the campers.

Dining Hall Team

(Previously know as Kitchen, Custodial and/or dishwashers)

Each week, a team of 5-6 people will share and rotate through the various duties

- take on the essential responsibility of serving food and helping to maintain hygiene and cleanliness in the kitchen and dining hall.
- Helping to clear, wash and put away the dishes at the end of each meal.
- Helping to maintain hygiene and cleanliness around the site (including bathrooms, garbage collection, and some floors). You will have the use of a golf cart to assist with some duties.

While there is remaining free time to participate in some activities with campers, this role requires a great deal of time in and around the meal area. Please call for more details about duties and workload.

Lifeguard

We need lifeguards each week so campers can safely use the abundant waterfront at our site. Lifeguards are encouraged to come for as many weeks as possible including summer long. NLS certification (which should include First Aid and CPR-C) is required. Copies of relevant awards should be sent with this application. Lifeguards receive training in site-specific procedures prior to their first shift. NOTE: off-duty time can be spent helping in program areas, assisting with cabin groups, or resting. Thank-you for helping provide the best waterfront for our campers!

APIC (Floater)

The key words to describe this role are: selfless, flexible, and committed. APICs are volunteers typically assigned on a week-to-week basis depending on the needs that each week presents. APICs are able to take on a wide variety of roles and may be asked to maintain one role for the duration of the week OR a combination of roles that suit personal strengths. Please enquire if you are interested in taking on this role.

① Keep this information: Leadership Roles Onsite (Week-Long Roles)

Leadership positions are distinguished from others in a few ways, the most important of which is role modeling camp culture (energy, expectations, respect, traditions, fun, etc.) Equally as important is each leader's confidence in putting their own personality into the mix, fun-wise and responsibility-wise, with respect to the culture they have experienced at camp in their years in other roles.

If you are not selected for a leadership position, please understand that it is not due to our belief that you are unsuitable. Rather, it is often a matter of requiring strong leadership in other areas!

Program Assistant (PA)

Previous Camp Goodtimes experience is required for this position. There are two PA's each session with their main responsibility being to assist the Program Supervisor - run/lead the program activities. The PA's will also be in constant communication with the VA's to help provide information and support for each cabin.

Volunteer Assistant (VA)

There will be 2 VA's each session. The VA's main responsibility will be to assist the Volunteer Director with the communication, support, supervision, coaching, recognition and evaluation of each volunteer (approx. 50) that attends that session. While previous Camp Goodtimes experience is NOT required for this position, this role does require experience in the management or leadership of volunteers/staff.

① Keep this information: Volunteer Training Dates

EVERY ROLE AT CAMP GOODTIMES REQUIRES TRAINING.

ALL Skips, Hosts, PA's, VA's, Arts & Crafts Team, Nannies, Lifeguards, Summer-Long Staff, Dining Hall Team (previously know as kitchen &/or custodial) & APIC's	Must attend our Training Weekend (which starts at 8:00 AM on Saturday, June 11 and ends on Sunday, June 12 at approximately 7:00 pm) overnight at our site in Maple Ridge – transportation to and from Vancouver and Maple Ridge provided).
VA's	In ADDITION to attending training weekend, you must also attend a 7-hour supplemental training held on Sunday, June 5 in Vancouver.
PA's	In ADDITION to attending training weekend, you must also attend a 7-hour supplemental training held on Sunday, June 5 in Vancouver.

Please make note:

****Volunteers who commit to our training requirements will be accepted with priority.***

****Any accepted volunteers who fail to follow through on training commitments will most likely be required to give up their volunteer position so that a trained volunteer can attend in their place.***