

Director of Outreach

Kids Cancer Care

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

At Kids Cancer Care (KCC), we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers and helping others.

We love our work, and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant and sometimes quirky team that works, laughs, cries, eats, plays and celebrates together.

We value different perspectives and innovative thinking. We like to surround ourselves with creative, kind and passionate people and we welcome all qualified persons of any ability, gender, ethnic background or origin at Kids Cancer Care. We believe in the power of diversity and are dedicated to creating a diverse, equitable and inclusive environment. We ensure equal opportunity for all qualified applicants and encourage people of visible minorities to apply.

Kids Cancer Care is a dog-friendly place. There may be dogs in the office and at Camp Kindle.

For more information on Kids Cancer Care and our work, please visit us at kidscancercare.ab.ca.

Career Opportunity

Kids Cancer Care is looking for a Director of Outreach. This is a permanent, full-time position reporting to Chief Executive Officer. Kids Cancer Care offers a competitive salary and benefits package. It is a Calgary-based, in-office, full-time position. A physical presence is also required, on occasion, during outreach programs at various locations in Calgary and at Camp Kindle during mission-based programs.

Position Overview

The Director of Outreach's primary function is to be directly responsible for the management and oversight of all KCC's outreach programs and associated staff including "PEER" Pediatric Exercise Program, Child Life, Family Engagement, Nursing, Education Support, Recreation and Volunteer programs. The reputation and overall well-being of the entire Foundation's operations will always be front and centre in their day-to-day work focus.

Key Areas of Responsibility

The position requires the Director of Outreach to be strategic, tactical, partnership and project-driven, requiring the ability to manage multiple probabilities, take initiative, problem solve and provide assistance especially in relation to the specific tasks outlined below:

General Duties

- Lead, challenge and mentor a highly skilled multi-disciplinary team in providing a broad array of outreach programs to support children and families impacted by childhood cancer;
- Ensure the high quality, efficacy and responsiveness of programs to meet the needs of kids with cancer, survivors, siblings, parents, bereaved families as well as volunteers;
- Oversee engagement strategies to inform newly-diagnosed families of our programs and respond to their needs at every stage of the cancer journey;
- Able to balance the practical drive for results with empathy and compassion;
- Skilled at overseeing the systems and processes needed to support the delivery of all programs, such as outreach databases, dashboards and reporting mechanisms;
- Oversee the health and safety aspects of all areas of the foundation through KCC's OHS committee.
- Logical thinker who is able to see what needs to be done and provide a well-thought-out and efficiently executed plan for the management, integrated growth and efficacy of KCC's outreach programs;
- Develop and maintain positive relationships across diverse agency stakeholder communities to build partnership opportunities that will advance our mission;
- Lead discussions with key partners, including Wellspring, Hospice Calgary, Alberta Children's Hospital, Stollery Children's Hospital and Calgary's Cancer Hospital (currently TBCC) regarding new collaboration and partnership opportunities to benefit kids and families impacted by cancer;
- Writes, revises and coordinates all policy, procedures and process documents which affect outreach programs;
- Manage and oversee outreach's annual budget, activity monitoring reports and focused and ongoing program evaluations;
- Assist and support fundraising initiatives and grant applications related to outreach programs;
- Contributing member of the KCC's Operations Team;
- Creative problem solver, a flexible thinker and understands our family's needs at every stage of the cancer journey;
- Is a creative, calculated risk-taker, innovator and is grounded and sensible;
- Demonstrates sound judgment and discretion;
- Able to prioritize among many different activities and communicate these decisions to key stakeholders;
- Always acts in the best interests of the entire Foundation first.

Education and Certifications

- Must have a post secondary degree in a relevant discipline (i.e., health care management, recreation therapy, kinesiology, nursing, social work, childlife, etc.)
- Minimum of 10 years, full-time, work experience in directing and managing a multi-disciplinary team of health care professionals, recreation or allied health;
- Excellent skills with Microsoft Office knowledge (outlook, sharepoint, word, excel, TEAMS)
- Certificate or training in their area of related discipline or care is an asset.

Industry Knowledge

- Knowledge of the needs of young people with a history of cancer and their families;
- Previous management experience of a multi-disciplinary and allied health teams;
- Previous experience working at a paediatric oncology or special needs camp or recreation programs would be an asset;
- Excellent interpersonal, written, and presentation communication skills;
- Excellent organizational and time management skills;
- Able to prioritize and be flexible in scheduling;
- Excel at managing and leading a skilled team of professionals in the delivery of Outreach programs;

- Demonstrated critical thinking and decision-making skills; and
- Physically able to perform all assigned tasks.

Other Requirements

- Must be available to work before and during mission-based camps during July and August (exact schedule will fluctuate from year-to-year);
- Proven experience in building and maintaining inter-agency partnerships;
- Must provide a current Level II Criminal Records Check, which includes vulnerable sector;
- Possession of a valid driver's license and access to a motor vehicle in good repair for work-related travel.

Closing Date

This posting will close on **Friday, March 24, 2023 at 4.00PM**

Applications

Please send a cover letter and resume with **Director of Outreach** in the email subject line to:

HR@kidscancercare.ab.ca

To the attention of :

Name : Christine McIver, M.S.M., LLD, CFRE

Title : Founder & Chief Executive Officer

Kids Cancer Care Foundation of Alberta

5757 4th Street SE

Calgary, Alberta

T2H 1K8

Note: We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.