



<b>Department</b>	Program
<b>Job Title</b>	Partner Program Consultant
<b>Job Type</b>	Short-term Contract (2-8 weeks), Remote with required travel
<b>Availability</b>	There will be multiple short-term assignments throughout 2020

SeriousFun Children's Network, founded by Paul Newman, is a growing global community of independently managed and financed camps and programs, which have come together with a common purpose – to serve children with serious illnesses and their families, free of charge. Across its 30 camps around the world, SeriousFun reaches more than 165,000 children and families annually.

Learn more at <https://www.seriousfunnetwork.org>

SeriousFun Partner Programs leverage the knowledge, expertise and innovation developed at SeriousFun Children's Network Member Camps to offer SeriousFun-inspired camp programs to children living with serious illnesses throughout around the world. Working in collaboration with other trusted international organizations, SeriousFun builds the capacity of local partners to create socially supportive, intentionally designed, and culturally responsive camp experiences for children with serious illnesses throughout Africa, Asia and the Caribbean. Beyond just providing fun for children, these programs foster adherence to medications and treatments, encourage the development of peer friendships and caring relationships with adults, and build learning and leadership skills. SeriousFun Partner Programs strive to build support networks in the communities in which the children and families live, promoting the breakdown of stigma, lessening their sense of isolation, and instilling more positive attitudes for the future.

### **Position Summary**

The Partner Program Consultant's primary responsibility is to coach, mentor, and build the capacity of the local leadership team to implement a camp program that both meets SeriousFun standards and is adapted to the local culture. Consultants work side-by-side with a SeriousFun team member to prepare and facilitate training sessions, coach and build the capacity of the camp leadership team members, and support the implementation of staff training and camp sessions.

### **Essential Responsibilities**

#### Preparations

- Participate fully in all orientation calls.
- Review relevant documents and recommended reading.
- Complete personal medical and travel preparations (required immunizations, visas, etc.)
- Become familiar with relevant SeriousFun policies and procedures.
- Acquire basic knowledge of HIV/AIDS, blood disorders, and/or cancers, as relevant to assignment.
- Work with SeriousFun team liaison to determine the level of support required for the local leadership team.
- Co-design training activities and prepare facilitations for assigned training sessions.

#### In Country

- Support the local leadership team in preparing for and facilitating staff training and camp sessions.
- Support and guide the local leadership team to:
  - Develop and supervise all health and safety procedures concerning campers and staff (including fire drills, general emergency procedures, and medical emergency procedures).
  - Design and coordinate schedules and training sessions/activities for each staff training and camp session.

- Oversee all residential and programmatic aspects of staff training and camp.
- Maintain camper records and statistics.
- Adhere to the established SeriousFun policies and procedures, and any policies specific to the partner program.

### Reporting

- Thoroughly document all materials and resources created for the program and share with SeriousFun.
- Submit written report capturing highlights and recommendations for the partner program.

### **Competencies and Experience**

#### Required

- Self-motivated.
- High degree of flexibility and problem solving.
- Fantastic people skills and an ability to establish strong working relationships quickly.
- Culturally sensitive and able to navigate complex social situations respectfully and professionally.
- Ability to facilitate and coach in English.
- Ability to synthesize an experience for reporting.
- Mentoring or coaching experience.
- Confidence and enthusiasm for facilitating and/or teaching.
- Detail-oriented and highly organized.
- Strong professional and representative of SeriousFun.
- Access to a laptop computer and basic computer skills; word processing, spreadsheets and internet navigation.
- Sense of humor and adventure.
- Comfort with traveling to a new country and living in a new environment with limited personal space and simple accommodations.

#### Preferred

- Knowledge of SeriousFun camp philosophies.
- Camp leadership team and support team experience.
- Previous experience working, volunteering or living in another country.
- In-depth knowledge of HIV/AIDS and other relevant medical conditions as related to camp programming.
- Training design experience.
- Fluency in multiple languages.

### **To Apply**

1. First use the following links to read [Partner Program Consultant FAQs](#) and [Partner Program Consultant Questions to Ask Yourself](#), if you have not already.
2. Please complete the [SeriousFun Partner Program Consultant Application](#), which includes uploading your cover letter and resume. For individuals who have served as a Partner Program Consultant (Field Consultant) in the past two years, please complete the [Return Consultant Application](#).
  - a. **If you are currently employed by a SeriousFun camp or Partner Program organization,** please complete the [Partner Program Consultant Applicant Agreement](#) and upload the signed agreement when prompted at the end of the application.
3. **Applications submitted prior to April 30, 2020 are preferred**, however, applications will be accepted until all assignments are filled.

Please Note: The number of consultant assignment openings may fluctuate throughout the year based on Partner Programs' needs. Questions about consultant positions can be directed via email to [msilvia@seriousfunnetwork.org](mailto:msilvia@seriousfunnetwork.org)