

Assistant Camp Director Job Description

This position is a seasonal employee who reports directly to the Camp Director. The main responsibility of this position is to assist the Camp Director in the planning, directing, supervising and implementation of all aspects of running Camp Shelanu.

Qualifications

- A minimum of an undergraduate degree and significant experience in a camp environment.
- Experience in youth and staff supervision.
- Must have enthusiasm, be adaptable, dependable, and possess an excellent work ethic.
- Must be articulate and possess excellent customer service skills.
- Must be professional and be able to maintain confidentiality.
- Must be able to accept guidance and supervision.
- Must possess basic office skills and computer skills. (Word, Excel, & Publisher)
- CPR and first aid certifications preferred (can be completed on the job during staff training week)
- Knowledge in Jewish programming is a plus.

Responsibilities: Before camp season –10-15 hours/week during month of May

- Organize and oversee Shlichim (Israeli counselor) and host families.
- Assist in developing routines, policies, and procedures.
- Assist in the development of all programming, both current and new programming areas.
- Assist in developing group schedules, specialist schedules, special programming, and Jewish programming.
- Plan, organize and execute pre-camp staff training orientation.
- Assist in assigning staff.
- Assist with marketing and promotion.
- Assist with administrative duties including registration, rosters, parent emails, etc.
- Develop and maintain Camp Facebook group.

Responsibilities: June 11-June 15 (staff training) and June 18-Aug 10 (camp season)

- Plan and run staff orientation.
- Serve as a resource and role model for campers and staff on all camp-related issues.
- Act as manager-on-duty for scheduled days of before/after care and at camp when some groups are on a field trip.
- Keep copies of all schedules and rosters.
- Oversee staff scheduling for before/after care rotation.
- Oversee attendance of staff and prepare timesheets
- Work with staff and parents to address any concerns or challenges that arise.
- Make sure all staff members adhere to the policies and practices set forth in the staff manual.
- Coordinate with specialists on scheduling and programming.
- Oversee LIT program.
- Any other responsibilities deemed necessary by the Director.

Camp Shelanu is a program of the Levin Jewish Community Center. As a Jewish day camp, Camp Shelanu is based on Jewish values and includes learning about Jewish culture and traditions. However, there is no religious instruction or discussion of theology at camp. All JCC programs are open to anyone who wishes to participate, regardless of religious affiliation or background. Camp Shelanu takes place at the Levin JCC at 1937 W Cornwallis Rd, Durham NC, 27705. Staff enjoy use of the facility on days they work, including access to gym, fitness center, and 2 outdoor pools.

The Levin JCC does not discriminate on the basis of sex, sexual orientation, gender expression, age, race, ethnic origin, color, religion, nation origin, creed, marital status, disabled veteran status, or the presence of any sensory, mental, and/or physical disability that doesn't prevent the performance of the specific core tasks of this position.