

Job Title: Seasonal Summer Camp Director
Department: School Age Programs
Reports To: Director, Programming

FLSA Status: Exempt
Prepared Date: December, 2020

All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

Position Summary:

The Seasonal Camp Director is responsible for overseeing and implementing J Camp, assuring that J Camp remains a premier camp offering in the Puget Sound region.

Essential Duties and Responsibilities:

- Implement comprehensive summer programming for children ages 5-15, ensuring that J Camp meets the highest standards of camp and care.
- Collaborate with Early Childhood School and J-Kids leadership to ensure continuity of care, content, and quality among the three programs.
- Establish and nurture positive relationships with children and families, building and cultivating community across and beyond J Camp.
- Manage to business goals, including but not limited to budget compliance, sustainable enrollment, and appropriate staffing models.
- Oversee the administration of the entirety of camp programs, including but not limited to: logistics, scheduling, budgeting, relationships with vendors, supplies/purchasing, communication with families, program development, promotion, recruitment, retention, tracking, staff management, etc.
- Collaborate with SJCC's marketing team to formulate and determine delivery strategy for a viable, intentional promotion/marketing/outreach campaign for J Camp focused on when camp is in session.
- Celebrate community through rich, multi-media documentation of J Camp.
- Guide, coach, and mentor counselors, inspiring them to take ownership of and pride in the important role they play in their campers' transformative experiences at camp.
- Perform work on weekends and evenings as needed to meet applicable deadlines.
- Other duties as assigned.

Supervisory Responsibilities:

This position supervises all Camp Staff (counselors, administrative assistant, bus drivers, etc.). Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Bachelor's degree (B. A.) from a four-year college or university; at least five years of related experience (and/or training) working as a manager in a resident or day camp program; or equivalent combination of education and experience.

Previous experience and/or current skills must include: outstanding communication skills; exceptional organization skills; ability to inspire others in camp and program environments; excellent customer service skills; demonstrated ability to work effectively, both independently and as part of a team; ability to manage ambiguity; ability to sequence objectives among competing priorities.

Communication Skills:

Demonstrated ability to communicate effectively to a wide variety of audiences across all media and platforms, using clear and concise language to inspire, inform, educate, appreciate, etc.

Computer Skills:

Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook is required.

Certificates and Licenses:

No specific certificates or licenses required.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to the carrying out of instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent may occasionally be required to carry materials weighing up to 25 pounds.

Environmental Conditions: The work is performed in an office environment, with a moderate noise level, and in various indoor and outdoor locations (program dependent), where the noise level is moderate to loud and environmental conditions may include slippery surfaces, crowded areas, or working near moving parts (e.g. exercise equipment). Local travel is required.