

**Job Title:** Camp Coordinator  
**Department:** J Camp  
**Reports To:** Camp Director

**FLSA Status:** Full-Time/Non-Exempt/Seasonal  
**Prepared Date:** December 2021

*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:**

Under the direction of the Camp Director, the Camp Coordinator supervises Camp Counselors, coordinates the daily activities and operations of designated summer camp program(s), and creates a safe and positive environment for campers and staff.

### **Essential Duties and Responsibilities:**

- Create and implement camp schedule for designated program(s).
- In partnership with Camp Director, oversee daily operations of designated program(s).
- Create age-appropriate group assignments.
- Supervise and train Camp Counselors and/or Specialists in designated program(s). Provide constructive feedback to staff on an ongoing basis in alignment with the values, goals and expectations of J Camp.
- Actively participate in activities alongside campers, including in the pool/lake.
- Ensure safety, health, and welfare of campers and staff by providing a safe camp environment and immediately and appropriately responding to any incidents that arise, including proper documentation.
- Maintain high standards of health and safety in all activities for campers, including proper hydration, water safety, sunscreen, COVID-19 safety protocol, etc.
- Review health forms and share pertinent information about campers to appropriate staff, while ensuring confidentiality is maintained.
- Work with team members to organize, order, store, and inventory program supplies and equipment.
- Facilitate timely communication between campers, parents/guardians, and staff to resolve issues that arise.
- Immediately inform Camp Director of any concerns that arise with campers, staff, parents/guardians, or community members.
- Communicate regularly with the Camp Director and other members of the camp leadership team; share recommendations with Director on an ongoing basis and through end-of-camp report.
- Uphold the diversity, equity and inclusion values and practices of the SJCC by ensuring that all materials, activities, and interactions are sensitive to, and reflective of, the diverse populations we serve.
- Attend required staff training and meetings.
- Perform other duties as assigned.

### **Supervisory Responsibilities:**

This position supervises Camp Counselors and/or Specialists.

### **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:

- Experience working with children; camp experience preferred
- Current CPR, First Aid, and AED Certification for adults/children/infants, or willing to take courses before the start of camp (training will be offered through the J).

Knowledge, Skills, and Abilities:

- Excellent interpersonal and communication skills.
- Demonstrated ability to work effectively and respectfully with diverse populations.
- Knowledge of child development and age-appropriate behaviors.
- Knowledge of relevant health and safety practices.
- Ability to effectively supervise, mentor and empower team members.
- Ability to maintain appropriate professional boundaries with campers, direct reports, team members, and supervisors.
- Ability to maintain confidentiality.
- Ability to work effectively independently and in a team setting.
- Ability to exercise good judgment.

**Additional Employment Requirements:**

- Satisfactorily pass a criminal background check.
- Fully vaccinated against COVID-19 (employees may make requests for a reasonable accommodation in accordance with applicable laws).

**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 both indoor and outdoor environments, with a moderate/loud noise level, and exposure to hot summer weather. Local travel may be required.

**The Stroum Jewish Community Center is an Equal Opportunity Employer:**

At the SJCC, our mission is to create community spaces for all and to practice *Tikkun Olam*, or our obligation to make the world a better place. We know that we cannot do this without providing inclusive opportunities for all and celebrating our differences. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, Veteran status, age, or any other characteristic protected by applicable law.