

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

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

The Camp Specialists are responsible for creating and implementing engaging activities for campers in a designated summer camp program area.

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

- Create and implement activities in the designated program area; adapt activities based on the ages and abilities of campers.
- Actively participate in and supervise activities alongside campers.
- 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.
- Assist with implementation of special event days, under the guidance of Camp Director/Camp Coordinator.
- Work with team members to organize, order, store, and inventory program supplies and equipment.
- Explain safety protocol in designated specialty area to campers and staff. Enforce safety protocol and report concerns to Camp Coordinator or Camp Director.
- Support the emotional and social wellbeing of campers through positive behavior management and supportive interactions. Facilitate conflict resolution within camp group as needed.
- Follow all emergency procedures at the SJCC.
- Communicate regularly and appropriately with the rest of the J Camp staff team, both verbally and in writing.
- Share recommendations with Director on an ongoing basis and through end-of-camp report.
- Attend required staff training and meetings.
- Perform other duties as assigned.

### **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.
- Experience in designated specialty area.
- Experience with activity planning and leading 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 relevant health and safety practices.
- Ability to coach and empower campers, counselors in training, and team members.
- Ability to maintain appropriate professional boundaries with campers, team members, and supervisors.
- Ability to maintain confidentiality.
- Ability to work effectively independently and in a team setting.
- Ability to think on feet in a flexible environment.
- 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 consistently required to talk and hear with individuals and groups. The incumbent will frequently 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.