



JOB DESCRIPTION

TITLE: Youth and Camp Manager

DEPARTMENT: Engaging

STATUS: Professional Staff - Fulltime, Salaried Exempt

SUPERVISOR: Director of Engagement

SUMMARY:

The Jewish Federation of Durham Chapel Hill strives to provide programs and services that allow opportunities for people to engage and offer a sense of belonging to a vibrant community. Our Youth and Camp Manager oversees key programming aligned with fulfilling this mission for children and families. The main responsibilities of this position are to manage Summer Camp, School's Out Camps, Kids' Nights Out, and PJ Library. Additionally, and other youth and family programs and events.

MAJOR DUTIES:

Camp

- Oversee all aspects Camp Shelanu including staffing, programming, camper care, parent customer service, and camp administration
- Work with Director of Engagement to:
 - develop routines, policies, and procedures
 - develop all of the programming, both current and new programming areas, including scheduling specialty camps, group schedules, specialist schedules, special programming, and Jewish programming,
 - execute camp within budget
- Work with the Midrasha and Teen Program Manager to:
 - plan, organize and execute pre-camp staff training orientation, and
 - recruit, hire, schedule, coach, and evaluate the counselors
 - Supervise and support shlichim (Israeli staff)

- Hire and supervise specialists in curriculum development, scheduling, supply requisition, etc.
- Hire and supervise seasonal camp administrative assistant.
- Oversee Shlichim (Israeli counselor) program administration and organize host families.
- Support the special needs inclusion program by working with staff to understand and incorporate camp's inclusion philosophy
- Serve as a resource and role model for campers and staff on all camp-related issues.
- Serve as manager-on-duty and create a rotating schedule for MOD when not present at camp.
- Work with staff and parents to address any concerns or challenges that arise.

Youth/Family

- Develop and promote School's Out Camp, Inter session, and Snow Day programming at the JCC (approx. 50 Days per year) including
 - Hiring, training, scheduling, and supervising staff
 - Scheduling specialists, planning programming, and teaching/leading activities in an area of interest (eg sports, art, drama, etc)
- Develop and implement Kids' Night Out Programs (8-10 times per year)
- Serve as PJ Library Coordinator, managing enrollments, creating quarterly newsletter, and working collaboratively with community partners for PJ programs.
- Organize the JCC's annual Hanukkah Festival
- Work with Director of Engagement on supporting youth and young family programming, including Purim and Sukkot events, summer family movie nights, and afterschool enrichment programming, including coordinating walking Lerner School students to JCC classes
- Maintain personal contact with families and program participants, soliciting feedback and developing relationships
- Develop and maintain relationships with community colleagues
- Any other responsibilities deemed necessary by the Director

REQUIRED QUALIFICATIONS/REQUIREMENTS:

- A minimum of an undergraduate degree or equivalent experience and significant experience in a youth/camp environment.
- Ability to hire, train, and supervise staff.
- Demonstrated program innovation & administration, preferably in children's programming

- Strong background/knowledge in Jewish education/themes/values, Jewish Holidays and Israel
- Enthusiasm, adaptability, dependability, and an excellent work ethic.
- Professionalism and excellent customer service skills.
- Willingness to accept guidance and supervision.
- Experience with disabilities and inclusion and accessibility a plus.
- Strong office, organizational, and time management skills and computer skills. (Word, Excel, Outlook, Mail Chimp, ability to learn new database/software)
- CPR and first aid certifications preferred (can be completed on the job)
- Note: Requires some evening and weekend commitments. This position does not take vacation during the camp season and has limited ability to take vacation on School's Out Days, which fall on many Jewish and Federal Holidays.

The Jewish Federation of Durham Chapel Hill 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 does not prevent the performance of the specific core tasks of this position.