



Job Announcement

Assistant Camp Director

ABOUT THE JCC EAST BAY

The JCC East Bay creates healthy communities inspired by Jewish values, culture, and tradition. We provide programs and gathering spaces throughout the East Bay to advance, nurture, and evolve Jewish communal life and contribute to the vitality of the broader community. Through intergenerational activities in Oakland, Berkeley, and beyond, we connect people with each other, foster learning and inspiration, provide opportunities for civic engagement, and explore contemporary Jewish life. The Center's core programs include provocative cultural events featuring emerging and established artists and thinkers; award-winning early childhood education and parenting support; lifelong learning and older adult services; youth activities including four afterschool programs and summer camp; as well as inclusive Jewish holiday celebrations for all ages. The JCC proudly serves and reflects the diverse residents of the East Bay. The JCC is located in the Bay Area, home to the fourth largest Jewish community in the United States. The East Bay includes more than 30% of that community and migration patterns show this population increasing. The JCC East Bay's expansion will meet the growing needs of this dynamic community.

Position Summary

The Assistant Camp Director is responsible for assisting in the development, implementation and management of the JCC East Bay year round camping program. JCC East Bay's Camp serves campers, age 5 – 16, 12 weeks throughout the year. Camp @ JCC East Bay provides a safe place for children to learn and practice social skills, explore their creativity and expand their knowledge of Jewish values and culture. The Assistant Director's primary responsibilities are to mentor and supervise camp staff, program a portion of camps (vacation and summer).

Key Responsibilities

- Program all vacation camps, including Winter and Spring camps
- Assist in the programming and planning of all general camps
- Together with the director, direct all aspects of camp: staff training, daily staff meetings, weekly camper check-in, etc.
- Coordinate all aspects of field trips for camps, including permits, planning, transportation, and vendor relationships
- Assist in the compliance with American Camp Association Accreditation

- Implement systems to organize and inventory all camp supplies
- Support Camp Director in new outreach opportunities
- Assist in the camp marketing campaigns
- Assist with the intake of families that qualify for the program, and help match campers to appropriate

DUTIES PRE-CAMP

- Participate, partake in, and lead pre-camp training.
- Help prepare camp for opening and closing.
- Assist in pre summer parent communication.
- Provide support to Unit Coordinators in the pre summer work i.e. sign off on their groupings, etc.

DUTIES DURING CAMP

- Supervise an entire division of camp
- Provide support to Group Coordinators in their day to day operations of their units.
- Act as next level up in camper or staff issues that may arise during the summer.
- Lead all in summer coordinator meetings.
- Speak to parents on an as needed basis and provide support for Group Coordinators in their communication.
- Act as a member of the overall camp leadership team.
- Be familiar with and enforce the personnel policies, safety rules, and program of camp.
- Attend daily leadership meetings and lead daily division meetings with Unit Coordinators.
- Keep records as required, including documenting all incidents and behavioral issues.
- Ensure for the health, safety, and welfare of all campers in any area or programs at camp.
- Model appropriate behavior to staff and campers.
- Provide behavior management techniques and intervention for campers where necessary.
- Evaluate the performance of each Group Coordinator throughout the summer, both informally and written.
- Sign off on and approve all counselor evaluations at the end of the summer.
- Create a culture of trust and feedback with camp staff.
- Perform any other program or agency-related duties or special projects as directed by supervisor.

REQUIREMENTS

- Must be college graduate.
- Minimum of 5 years working in camp, or camp-like setting.
- Previous teaching and leadership experience is preferred.
- Ability to teach skills to other staff members and campers of all ages.
- Strong communication and problem solving skills.
- Experience communicating and working with families with children of varying abilities.
- Ability to remain calm and maintain perspective under pressure.
- Commitment to work collaboratively with others.
- Ability to be flexible and adapt to changing needs.
- Must be energetic, enthusiastic and demonstrate a desire to go the extra mile.

Status: Full-time Seasonal, Mondays through Fridays, June 3 – August 2, including 40-45 hours of staff training in May & June, and 5-8 hours a week of preparatory work during the months of May and June

• **Hiring Process**

- If you are an interested candidate, please describe in a cover letter, why you are uniquely qualified for this position and attach a resume. Please note the specific job title in your subject line of your email.
- **Please note: Prior to confirming your employment, you will be required to pass a fingerprint Live Scan and provide recent proof of a negative TB test.** Send cover letter and resume as attachments to: **Briannas@jcceastbay.org. PLEASE NO CALLS.**
- ***The JCC East Bay is an Equal Opportunity Employer and makes employment decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.***