



United Jewish Federation
OF TIDEWATER



POSITION TITLE: Director of Summer Day Camp
AGENCY: United Jewish Federation of Tidewater (UJFT)
REPORTS TO: Executive Vice President
CLASSIFICATION: Seasonal (Contract)

Position Summary

Under the direction of the UJFT Executive Vice President, the Director of Summer Camp is responsible for the management of all programs and activities provided by the Simon Family JCC summer camp.

Key Areas of Responsibility

- Oversees and supervises the camp leadership team, including lower camp unit head, upper camp unit head, Yachad director, Lead Specialist, and CIT/Teen Director
- Recruits, hires and trains camp staff, in coordination with Director of Human Resources and camp leadership team members.
- Works with EVP and CFO in regard to adherence with the camp budget and coordinates the procurement materials necessary for programming
- Provides leadership in developing and maintaining parent relationships and oversee customer service issues.
- Oversees all systems and procedures of registration and camp administration
- Implements schedules and procedures for camp operation, orientation, emergency communications, medical procedures in coordination with camp leadership team.
- Act as the liaison between camp leadership and other UJFT/JCC departments for schedule coordination as needed
- Follows all safety, First Aid and CPR procedures
- Monitors safety procedures as they pertain to the complete supervision of all campers and staff.
- Leads in providing an atmosphere for developing good morale and well-being among the camp staff, parents and campers.
- Evaluates the camp performance, including staff evaluations, camper reports, and recommendations for the following season.
- Adhere to timetables for administrative, marketing, and recruitment tasks.
- Ensures all standards set forth by the Virginia Department of Social Services for Summer Day Camp Programs
- Provide a clean, safe and well maintained environment for all summer campers, members and guests
- Handle daily and promptly all issues and/or concerns
- Other duties as assigned

Qualifications

Minimum Education/Experience

- BA/BS degree from an accredited college or university
- 3 years of management/supervisory experience in working with children, teens or directing a summer camp preferred

Required Skills, Competencies and Attributes

- Proven leadership & supervisory skills with the ability to train staff
- Strong customer service focus, and the ability to foster this attitude and skill in others
- Strong knowledge of Jewish culture, heritage and traditions
- Highly detail-orientated in the ability to plan, organize and implement programs and services
- Strong knowledge of short and long-term planning, budgeting, and program development
- Ability to develop and sustain a team approach; build strong partnerships in an environment of collaboration, both internally and externally with particular emphasis in the Jewish Community
- Expertise in creative program development, implementation and evaluation
- Ability to adapt communication and interpersonal style to Jewish, Interfaith and general audiences
- Working knowledge of the Microsoft Office Suite
- Strong understanding, appreciation and passion for the mission and values of the UJFT/JCC
- Willingness to work evenings, weekends and holidays as required
- Willingness to perform other related duties as needed, required or assigned

The duties outlined in this job description are meant to be representative, but not all inclusive, assigned to this job. These duties may be amended at the discretion of the Executive Vice President.

Submit resume with salary requirement to: resumes@ujft.org

The United Jewish Federation of Tidewater (UJFT) is firmly committed to a policy of equal employment opportunity for all qualified persons without regard to race, color, religion, national origin, age, gender, sexual orientation, genetic information, non-disqualifying disability or military status.