



NJY TEEN CAMP

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NJY Camps – Teen Camp – Seasonal Assistant Director Job Description

Mid-June through Mid-August (Specific Dates TBD)

About NJY Camps:

NJY Camps (NJY) is one of North America's premier Jewish summer camp networks. Comprised of five overnight summer camps, NJY serves children of all ages, backgrounds, and abilities. NJY's mission focuses on supporting the growth and development of every individual member of its community so that they can learn new skills, develop greater self-confidence, and foster a strong Jewish identity. Having recently celebrated its centennial anniversary, NJY is reimagining its next 100 years. NJY Camps serves more than 3300 campers and over 800 summer staff, across 2000 acres of land.

Teen Camp (TAC) is NJY Camps' co-ed overnight camp and travel program for teens entering grades 10 & 11. The first half of the Teen Camp program will take place on our campsite in Milford, PA, whereas the second half of the program will be a tour across the West Coast of the United States, including visits to Los Angeles, San Francisco, San Diego, Las Vegas, The Grand Canyon, Yosemite, and more!

Position Summary:

NJY Teen Camp (TAC) is seeking an experienced, organized, and operationally minded leader to serve as our camp's Assistant Director (AD). The AD serves as a key role in the overall supervision of campers & staff, management of logistics, and delivery of meaningful programs for Teen Campers entering 10th and 11th grade. The AD will be asked to provide off-season support (a few hours a month) starting in January until moving to live and work onsite in June. In mid-July, the Teen Camp program will begin its West-Coast tour of 3+ weeks. Here too, the Assistant Director will play a pivotal role in logistics, camper care, and supervision of staff, while also enjoying an all-expense-paid tour of the American West. This is a seasonal summer full-time non-exempt position, with part-time hours before summer session begins.

Responsibilities:

Supervision:

1. Oversee TAC staff and office assistant
2. Maintain phone and email communication with parents when necessary
3. Work with the Teen Camp Director to supervise all staff
4. Keep Teen Camp Director informed of **all** relevant camper and staff concerns
5. Attend daily meetings with the director and attend all-camp staff meetings
6. Assist in creating meaningful weekly staff training sessions
7. Be on-call on certain nights to deal with issues and curfew checks

Operations:

1. Work with the Resident Camp Director to create various rotational schedules for staff and campers as assigned.
2. Work with Cedar Lake & Nah-Jee-Wah counterparts to ensure coordinate scheduling

3. Assist in managing the Activity Sign-Ups process for Teen Camp
4. Maintain diligent notes on all camper and parent interactions via our internal database

Programming:

1. Inspection/Cleanliness of camp
2. Assist in creating and facilitating innovative and creative evening programs for Teen Camp
3. Assist in the planning and delivery of Staff Orientation Week
4. Coordinate the arrival and subsequent logistics of guest speakers brought to camp

TAC Trips:

1. Help lead the Teen Camp Travel program, helping to manage campers, staff, and trip logistics
2. Work alongside Teen Camp Director to ensure meaningful program delivery while on the trip
3. Assist with special diets and medication when on the trip
4. Help to coordinate travel liaisons when necessary

Other Responsibilities:

1. Participate in the leading of all meals and making necessary announcements
2. Help oversee all camp activities and trips
3. Liaise with Cedar Lake Camp, Nah-Jee-Wah Camp, & Round Lake staff
4. Any other duties assigned by the Resident Director or the senior management team

Qualifications:

1. Ability to live on-site at the beginning of the summer and to travel with Teens for remainder of the summer
2. Bachelor's degree required
3. Familiarity with Jewish values, customs, and culture is required
4. Three to five years of relevant experience
5. Excellent written and verbal communication skills including writing & public speaking
6. Excellent interpersonal skills, tact, and diplomacy
7. Proficiency in Microsoft Office and Google applications as well as CampMinder

Salary and Benefits:

1. Salary range of \$6000-\$7000
2. All-expenses paid West-Coast experience
3. Private Room & Board Provided
4. Discounted camp fees for children (if applicable)

To Apply:

Please submit a resume to tac@njycamps.org with subject: Assistant Director, NJY Teen Camp.

NJY Camps provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, disability, or any other characteristic protected by law. NJY Camps encourages individuals from underrepresented groups to apply. In order to increase equity in hiring, NJY Camps prefers not to receive informal referrals from individuals with personal connections to NJY Camps and cannot factor such referrals into the selection of candidates for interviews.

This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the position.