



POSITION DESCRIPTION

POSITION TITLE: Assistant Camp Director	DEPARTMENT: CAMP
CLASSIFICATION: Full Time, exempt	REPORTS TO: Camp Director

DESCRIPTION SUMMARY: The Assistant Day Camp Director is a full-time, year-round leadership role responsible for supporting the overall planning, execution, and supervision of a dynamic and enriching day camp experience. This individual plays a key role in fostering a safe, joyful, and mission-driven environment that reflects the values of the Siegel JCC and Camp JCC communities. This role requires excellent communication skills with both adults and children, along with a mentor-oriented approach to supervising staff. The Assistant Director models a strong moral and ethical compass, creates a supportive and growth-minded workplace culture, and maintains a deep commitment to nurturing the personal and social development of campers and staff.

The Assistant Camp Director will support JCC wide programs and events as needed throughout the year.

ESSENTIAL RESPONSIBILITIES:

September to May

- Evaluate the processes from the past summer and create a plan to increase efficiencies for upcoming summer
- Research new potential partnerships, programs, equipment, and/or capital projects for upcoming summer
- Close out any outstanding business from the summer; review and discuss the camper and staff surveys with the director
- Review parent and staff handbooks and update based on any new ACA or State of DE regulations
- Assist director to ensure that all the digital and printed marketing is accurately reflective of the upcoming camp season (fall, winter, spring and summer)
- Design and implement programming for Fall and Winter and Spring Camp
- Create curriculum for the program staff to use during the upcoming summer camp season
- Assist director with the planning and implementation of camp outreach and retention initiatives
- Secure trips, guests, transportation, vendors for the upcoming season while staying within the budgeted expenses
- Assist director with the hiring process for camp staff
- Assist director with design and content of staff training
- Inventory and purchase necessary program supplies for 1st half of the upcoming summer camp season while staying within the budgeted expenses for all supplies
- Develop a plan for flag raising, Havdallah, and Shabbat. Delegate the in-season responsibilities to a staff member with high energy and a passion for camp
- Attend camp and JCC professional conferences
- Maintain open dialog with director about progress on all the above

May to September

- Continue communications with hired program staff as needed
- Assist director with the implementation of staff training
- Review plans with program staff. Responsible for holding the program staff accountable for the execution of reviewed and discussed plans
- Create productive, two-way communication systems with each of the camp coordinators. Give real time feedback and schedule early weekly check-ins to make quick adjustments to the content &/or schedule for the betterment of the camper experience



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- Maintain budgeted expenses for supplies and vendors
- Assist director with the compliance of State of DE and ACA regulations
- Maintain open dialog with director about the progress on all the above

QUALIFICATIONS:

- Bachelor's Degree preferred
- Jewish knowledge a plus
- At least three years of demonstrated experience with program design and implementation
- At least three consecutive years of supervisory experience, ideally within a camp or youth-focused environment
- At least 3 years of work experience in a camp setting

THE IDEAL CANDIDATE:

- Basic computer skills: Microsoft Office applications, including Word and Excel
- Genuine passion for working in a camp setting.
- A desire to contribute to and engage meaningfully with the Jewish community is essential for thriving in this role.
- Brings a solution-first mindset
- Thrives in fast-paced settings
- Demonstrates strong time-management skills, consistently balancing multiple projects and priorities
- Is a team player who is also self-motivated
- Will collaborate closely with camp leadership, staff, families, and campers to ensure exceptional program quality and a smooth operational experience

This position description is not intended to be all-inclusive but is intended to be a generalized description of the primary job responsibilities and expectations. Management may change the job responsibilities and expectations based on business requirements.

It is the continuing policy of the JCC to provide equal-opportunity employment to all employees and applicants without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles including locks, braids, or twists), color, religion, sex, pregnancy, gender identity, sexual orientation, reproductive health decision, national origin, age (over 40), disability, genetic information, marital status, family responsibilities, past, current, or future military service, status as a volunteer emergency responder, status as a victim of domestic violence, sexual offense, or stalking, or any other categories protected by federal, state, or local law. Employment is decided based on qualifications, merit, and camp need. This position description is intended to comply with all known state and federal regulations and includes accommodation re-evaluations.

Revised 02/11/2026