



POSITION DESCRIPTION

POSITION TITLE: Camp JCC Operations Team Member	DEPARTMENT: CAMP
CLASSIFICATION: Full-Time, Seasonal, Non-exempt	REPORTS TO: OFFICE MANAGER

DESCRIPTION SUMMARY: Each member of the Camp JCC Staff team will create a safe and enjoyable environment for our campers and staff while maintaining the high-level quality of programming associated with Camp JCC. The Operations Team Member (OTM) is the secondary person in the camp office responsible for answering the phones, directing calls appropriately, and welcoming campers, families, and guests to the camp office. The OTM will need to keep the office clean and organized. The OTM is also responsible for assisting the camp program with set up and clean up throughout the day. OTMs can work Monday through Friday, 9 hours/day with a one-hour unpaid break or they can discuss a part-time schedule with the Camp Director.

ESSENTIAL RESPONSIBILITIES FOR ALL CAMP STAFF:

- Participate in staff training - virtual, online, and in-person - prior to the beginning of the camp program
- Supervise the health, safety, and activity of campers
- Never leave a child or group unattended
- Accept additional duties requested by a Unit Head, Wellness Director, Inclusion Coordinator, Camp Coordinator &/or Camp Director deemed necessary for the betterment of camp
- Always set an example for the campers and staff in actions, manner, language, etc.
- Know and model the values of camp and the JCC
- Fill out incident reports when appropriate and make sure they are turned in by 5:30 daily
- Follow all employment policies of the Siegel JCC, including but not limited to those detailed in the JCC Personnel Handbook

ESSENTIAL RESPONSIBILITIES FOR OPERATIONS TEAM MEMBERS:

- Cover breaks for counselors as needed and assume their responsibilities
- Assist the office manager in tasks involving, but not limited to managing and ordering supplies, calculating daily attendance, preparing, and distributing lunch and snack to campers, overall operations of the camp program
- Ensuring campers are promptly united with their bunk when arriving late
- Ensuring campers are promptly brought to the camp office when leaving early
- Manage distribution of camper t-shirts
- Willingness to assist bunk counselors, specialists, and unit heads with administrative &/or supply tasks
- Attend weekly staff and/or unit meeting after camp if needed

QUALIFICATIONS:

- Must be a high school graduate or on track to completing high school
- Previous experience as a camp counselor and/or other work experience with children is a plus
- Previous experience with customer service or a strong desire to work in customer service
- Experience behaving as a role-model and acting level-headed around children
- Ability to take direction clearly
- Ability to work as a positive member of a team
- Jewish knowledge a plus



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GENERAL SKILLS:

- Must be able to email effectively, routinely, and enter time worked into our payroll app
- Must be organized and able to manage and prioritize multiple tasks, meet deadlines, and manage time independently
- Must be able to work as a part of a team
- Must be able to take initiative to solve problems and be willing to seek assistance in solving problems
- Must be able to communicate well, in written communication and verbally
- Must be able to effectively and in a timely manner respond to requests from others
- Must be able to handle emergency and crisis situations
- Ability to physically stand, bend, squat, and lift to 35 pounds.

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 1/20/2025