



# POSITION DESCRIPTION

<b>POSITION TITLE:</b> Camp JCC Specialist	<b>DEPARTMENT:</b> CAMP
<b>CLASSIFICATION:</b> Full-Time, Seasonal, Non-exempt	<b>REPORTS TO:</b> Camp Coordinator

**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. As leaders in the Program Team, Specialists plan the development of a specific umbrella activity area, establish curriculum-based programs that reflect the goals and objectives of Camp JCC, and commit to the personal growth and overall self-image of our campers. Specialists will work Monday through Friday, 9 hours/day with a one-hour unpaid break.

## 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 the Unit Heads, Camp Coordinator, Wellness Director &/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 CAMP SPECIALISTS:

- Know and understand Camp JCC's curriculum style guidelines & program goals, create written activity plans, and curate a supplies list for the activity area
- Continue to submit written activity plans & supplies lists two weeks in advance to Camp Coordinator
- Work closely with Unit Heads, other Specialists, Inclusion Coordinator, and Camp Coordinator to foster a collaborative environment
- Plan, in conjunction with the unit heads, specialist team and camp coordinator, unique programming for each Friday Funday activity period
- Assist with maintaining program records
- Engage and incorporate the assigned LIT to your area to help with set-up, active instruction, and clean-up
- Meet with Camp Coordinator regularly for supervisory conference & program clearance
- Maintain the organization and cleanliness of your specialty activity areas
- Attend weekly staff and/or unit meetings after camp if needed

## QUALIFICATIONS:

- Must be 2 years post high school with a high school diploma or equivalent
- Previous demonstrated experience with program design and implementation with school-age children
- Previous demonstrated experience as a camp counselor and/or have other work experience with children
- Ability to plan, originate, organize, and carry out daily and special programs



# POSITION DESCRIPTION

- Experience behaving as a role-model and acting level-headed around children & teens
- Ability to give and take direction clearly
- Jewish knowledge a plus

## GENERAL SKILLS:

- Basic computer skills: Microsoft Office applications, including Word and Excel
- Must be able to email effectively and 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 1/8/2025