

## JCC of Greater Albuquerque All Camps Director Job Description

<b>Job Title:</b>	Director of all JCC camps
<b>Department:</b>	JCC Camps
<b>Reports to:</b>	JCC CEO
<b>Status:</b>	Full Time, year-round, Exempt

### Purpose/Scope of Responsibility

The JCC Camp Director is responsible for developing and delivering an annual array of camp programs and other related youth programs that are fresh, innovative and keep pace with current trends. The Camp Director oversees the creation, promotion, staffing, curriculum and administrative functions of all camps: Camp Chai, specialty camps and Break camps. Works closely with the Youth and Family Engagement Director to develop programs that are part of an overall Youth and Young Family strategic plan that is created with a Jewish lens in mind. This position has oversight and supervision responsibilities of staff and is required to maintain the highest standard of safety and security for all programs. The Camp Director will work closely with all Early Childhood, Youth, and Family professionals to leverage relationships with young families to build and engage an amazing young family community throughout the year.

### Leadership & Vision

- Has a clear vision for camp and youth programs that align with the mission of the JCC.
- Engage and energize direct reports, colleagues, camp staff, families, alumni, lay leaders, donors and other stakeholders about the value of camp and youth activities at the JCC for children and their families.
- Ensure development and implementation of innovative and meaningful programming for all camps and youth programs.
- Create year-round camp experiences and youth programs to attract new families and keep current families engaged and connected to the JCC.

### Administration

- Develop and oversee all systems and procedures of registration and camp administration.
- Ensure consistency in policies and procedures across all camps and programs.
- Ensure effective systems to track progress and regularly evaluate program components to measure successes that can be effectively communicated to the board, funders and other stakeholders.
- Ensure health and safety requirements are met.
- In collaboration with the security staff, ensure that youth are safe.

### Recruitment and Retention

- Collaborate with JCC Program Directors and the Marketing department to develop a strategic Camp/youth marketing plan to be implemented throughout the year to ensure successful recruitment and retention of campers and other youth participants.
- Communicate with parents and participants throughout the year.
- Actively engage with the Jewish and Greater Albuquerque community and meet with potential campers and parents.
- Assist the membership department by providing quality programs all year so that families will retain JCC membership on an annual basis.

### Supervision and Staffing

- Hire and oversee summer staff and Break camps. Meet regularly with camp staff to ensure proper supervision and perform written evaluations of all camp staff.
- Work closely with Israel Summer Shlichim to ensure that their skills are being used effectively at camp and are supported.
- Utilize JCC full time program and childcare professionals to maximum potential.
- Prepare and lead camp orientation and in-service training.

### Fiscal Management

- Work with the Finance department and Executive Team to plan and track all program budgets, monthly statements and forecasts.
- Expand program revenue through business planning and the creation of new programs that will expand camp.
- Responsible for helping to procure resources for camp which includes fundraising and stewardship of donors.

### Lay Leadership

- Develop and engage a JCC camp committee
- Serve as staff liaison to Camp JCC committee to develop and implement long range plans.
- Be available to Board members and prepare reports for the JCC Board of Directors as requested.

### Program Development and Evaluation

- Establish goals, benchmarks and evaluation for all camp programs
- Perform regular surveys on participant satisfaction
- Consistently look for ways to improve camp functioning

### Required Knowledge

- Three to Five years of camp management and administrative experience.
- Knowledge of Jewish culture, heritage, values and traditions and understanding of the important connection of the Jewish people to Israel.
- Experience creating and managing budgets.
- Proven ability to effectively collaborate with internal staff teams and external parties.

### Professional Development

- Utilize the resources of the JCCA of North America, JCDN, JCamp 180 for training, program ideas and potential funding opportunities.
- Participates in relevant webinars and conferences.

### Required Attributes and Competencies

- Good judgment in decision-making.
- Demonstrated initiative, enthusiasm and strong interpersonal skills.
- Flexible, willing to take appropriate risks, and able to adapt to the changing needs of the JCC and community.
- Good organizational skills and follow through.
- Strong supervision skills.
- Entrepreneurial spirit
- Outstanding verbal and written communication skills and the ability to present at public platforms.

### Physical Demands

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, and handle, objects, tools or controls; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 50 pounds (safety/weight belt provided, if requested).

**Normal Working hours will include some evenings and weekends.**

**Salary:** \$60,000-\$65,000 depending on experience