

Department: School-Age Services and Day Camps

Position Title: Assistant Director, Camp Achva

Classification: Full-Time Exempt Employment

Summary of Position:

The Jewish Community Center of Northern Virginia is seeking an emerging camp professional to serve as the Assistant Director of JCCNV's Camp Achva. This is a full-time, year-round position for someone that is energetic, creative, and aspires to pursue a career in camping. The ideal candidate will possess a passion for excellence, hold a strong work ethic, and can serve as a strong, positive role model for children and staff.

Qualifications:

The ideal candidate will:

- Have had 3+ years' experience working with children in a comparable capacity
- Have had 1-3+ years' experience supervising staff
- Possess strong customer service and supervisory skills
- Hold a Bachelor's Degree
- Have a valid Driver's License
- Successfully pass a background check with fingerprinting
- Knowledge of Jewish community a plus

Essential Position Duties:

Responsibilities include, but are not limited to:

Staff Management

- Recruiting, interviewing, and coordinating staff for the summer and for Vacation Day Programs (VDP's), including managing employment procedures, and daily supervision
- Leading in the creation and implementation of staff training, manuals, and orientations for Camp Achva
- Supervising Unit Leaders and ensuring a high-quality of camper and staff management throughout the summer

Camp Achva

- Researching and developing best practices for camp to implement throughout each summer, including current theories in child development, relevant Jewish themes and values, and soft skills
- Assisting to maintain, and becoming proficient in camp's database (CampSite)
- Managing and staying up-to-date with camp social media accounts (Facebook, Instagram)
- Assisting in promoting Camp Achva's mission and vision through marketing opportunities and community outreach, including camp fairs and site visits
- Attending and participating in camp professional development opportunities, including seminars and conferences through the year

Vacation Day Program's and BASE

- Creating and leading Vacation Day Program's (VDP's) during the school year, including programming, scheduling, and staff coordination
- Assisting in planning trips and managing entertainment vendors for VDP's, as well as camp

- Assisting the BASE Coordinator in the oversight and operation of the afterschool program (BASE), including daily programming, child, and staff management

Requirements:

The ideal candidate will be able to:

- Communicate, establish and maintain cooperative and effective working relationships with children, young adults, families, and staff
- Act as an assistant to the Camp Director in all daily functions
- Work in a fast-paced work setting both independently and as part of a team
- Effectively develop program curricula for youth and teens
- Make responsible decisions and respond calmly in stressful situations

Hours:

Hours based on camp season and will vary.

Compensation and Benefits:

Salary commensurate with experience. Benefits include medical, vacation, sick leave, retirement plan, membership, and select Jewish holidays.

Point of Contact:

Please send cover letter and resume to jobs@jccnv.org

The Jewish Community Center of Northern Virginia (the J) is a nonprofit organization dedicated to build a strong and vibrant Jewish community through meaningful opportunities to engage in Jewish life. The J welcomes individuals of all ages, abilities, ethnicities, faiths and backgrounds. Our activities span five counties and touch more than 10,000 individuals each year through cultural, educational, wellness programs and Israel celebrations. We build Jewish connection, community and peoplehood with the 70,000+ Jews who call Northern Virginia their home.

The JCCNV is an equal opportunity employer. Applicants to and employees of the JCCNV are protected under Federal law from discrimination based on race, color, religion, sex, national origin, disability, age and genetics.