

Position Summary

Assistant Camp & Youth Services Director

Full Time, Exempt, Reports to Camp & Youth Services Director

The Assistant Camp & Youth Services Director plays a key leadership role in the planning, development, and day-to-day operation of Camp Kadima and the JCC's youth services programs. Working closely with the Camp & Youth Services Director, this position helps lead a high-quality camp experience for children and families while supporting the recruitment, training, supervision, and development of seasonal staff.

The Assistant Director is responsible for assisting with camp programming, registration, staffing, special events, field trips, transportation, parent communication, administrative operations, payroll, and community outreach. During the school year, the position also supports the After-School Adventure Program, including transportation and student supervision.

This position requires a highly organized, energetic, collaborative, and hands-on leader who is passionate about working with children, families, and staff. The successful candidate will be comfortable managing multiple priorities, solving problems in a fast-paced environment, communicating effectively with families and staff, and helping create an engaging and welcoming youth experience throughout the year.

RESPONSIBILITIES

This position assists in supervising the DPJCC's summer camp, Camp Kadima, and assists in the After-School Adventure Program.

Responsibilities include but will not necessarily be limited to the following:

I. Assistant Camp Kadima Director

- As Assistant Director of our Summer Camp, Camp Kadima, the Assistant Camp Director assists in the implementation of all operations of this program, including but not limited to:
 - Interview, hire and terminate staff, in accordance with DPJCC policies
 - Assist in building, training and energizing a solid camp professional team of leaders, made up of some full-time staff and some seasonal staff
 - Leads the camp registration process
 - Assist in creation and implementation of all camp programming for all groups, except JSprouts (Preschool Camp) and Camp Giborim
 - Camp special events, including Color War and other events as planned
 - Field trips – planning, scheduling, booking
 - Transportation booking and scheduling

- Administrative camp work, including expense tracking, purchase orders, check requests, etc.
- Directly supervises certain units of camp, to be determined on a summer-to-summer basis.
- Payroll for all camp staff, specialists, vendors and contractors
- Camp Kadima communications to parents, including any zoom meetings, emails, camp newsletters, WhatsApp or text messages
- Ensure that all camp rosters are updated on a timely basis (daily if necessary) and distributed to Camp Directors, Unit Heads and Counselors
- T-shirt, backpack and camp swag ordering
- Responsible to look for, coordinate and attend any camp outreach opportunities to help market Camp Kadima in our community

II. After-School

- Help cover all necessary areas of the After-School Adventure Program whenever possible.
- Supervise Posnack Day School transportation
- Supervise Middle schoolers when they arrive to our campus
- Ensure that all members of the After-School Adventure Program have arrived to their respective enrichment activities.

III. General

- Attend all DPJCC ongoing meetings including, but not limited to, Bi-Weekly Department Head, Program Staff, Weekly Supervisory and Weekly Rocks meetings.
- Complete all necessary administrative work related to grants, including, but not limited to, the Jewish Federation of Broward County annual allocation for scholarships.
- Perform all other duties as assigned.
- Maintain confidentiality.

Hours:

40+, Monday-Friday: 9am – 6pm; Summer Camp Hours 7am – 6pm; Evening and weekend events as needed.

Job Qualifications

- Bachelor's degree in education, recreation, child development, youth services, management, or a related field preferred.
- Previous **camp leadership, supervisory, or program management experience** strongly preferred.
- Strong organizational and administrative skills with the ability to manage multiple projects and deadlines simultaneously.
- Excellent communication and interpersonal skills, particularly when working with children, parents, staff, and community partners.
- Ability to work effectively in a fast-paced, hands-on environment and respond calmly and professionally to unexpected situations.
- Proficient using email, Microsoft Office, experience with registration, scheduling or program management software preferred

Salary

\$50,000