

## **Athletics Director**

The Kaplan JCC on the Palisades in Tenafly, NJ is looking for an Athletics Director for our summer day camp for participants' ages 3 through 8. Camp runs 8 weeks, starting on June 25<sup>th</sup> through August 17<sup>th</sup>, 2018.

### Minimum Qualifications

- College graduate (physical education degree preferred)
- Training and experience in athletic activities
- Current CPR and first aid certifications
- Ability to supervise program assistants and make scheduling assignments
- Ability to coordinate multi-faceted athletic program of teaching skills
- Knowledge and skills in officiating team and individual sports and the ability to teach these skills to staff and campers of all ages
- Desire and ability to work with children outdoors

Responsible To: Day Camp Director

Schedule: Monday through Friday, 8:00am-5:00pm from 6/25/18-8/17/18

- Pre Camp planning meetings
- Staff Orientation, Staff meetings, and additional programs as needed

General Responsibilities include:

### Pre-Camp:

- Planning Meetings
- Create written 8 week curriculum to implement
- Create supply list, place orders in coordination with Camp Director, sort orders upon arrival
- Attend staff orientations, staff meetings, and Open House as scheduled
- Train and supervise camp sports staff

### During Camp:

- 1) Direct and Supervise weekly sports program
- 2) Implement curriculum
- 3) Supervise sports staff
- 4) Conduct initial and end-of-season inventory
- 5) Teach and monitor proper use of equipment
- 6) Conduct daily check of program area(s) and equipment for safety, cleanliness and good repair
- 7) Evaluate current season and make suggestions for following season
- 8) Maintain athletic facilities

Other duties as assigned

Please send resume to: Melissa Peters, Assistant Camps Director, [Mpeters@jccotp.org](mailto:Mpeters@jccotp.org)

EOE