

Kadima Unit Head

The Neil Klatskin Day Camp located at the Kaplen JCC on the Palisades in Tenafly, NJ is looking for a Unit Head for our preschool aged campers (Kadima).

Minimum Qualifications:

- Teaching Certification or equivalent experience in a camp setting (Masters in Education, CDA, or equivalent are acceptable)
- Experience as a supervisor
- Experience with pre-school age children
- Desire and ability to work with children and adults in a camp setting

Responsible to: Program Director

Schedule: Off Season: As many hours as needed to prepare for the season, including but not limited to Staff meetings, staff orientation, Parent Orientation, planning the program and grouping campers
During Camp Season: Monday through Friday 8:00am-6:00pm, weekly meetings from 7-9pm.

General responsibilities include:

Pre- camp

- Meet regularly with camp team to prepare for summer season
- Work closely with the Program Director and assist in grouping, staffing, and parent relationships.
- Work closely with the camp team to create and coordinate scheduling and special events including but not limited to daily schedules, rainy days, theme days, Shabbat, carnivals, etc.
- Assist in ordering supplies and equipment
- Attend winter Administrative meetings
- Attend open houses
- Assist in assignment and supervision of staff
- Prepare for and participate in all staff orientations, Camper Open House, Late Nights, Theme Days
- Welcome phone calls to parents

During camp:

- Meet regularly with camp team to prepare for summer season
- Work closely with the Program Director and assist in grouping, staffing, and parent relationships.
- Work closely with the camp team to create and coordinate scheduling and special events including but not limited to daily schedules, rainy days, theme days, Shabbat, carnivals, etc.
- Monitor activities and relationships between staff, specialists, campers, and parents.
- Supervise camp staff and complete mid-summer and end of summer evaluations
- Check in with Program Director daily.
- Work Closely with Program Director in communicating directly with parents throughout the summer
- Assist with daily arrival and dismissal
- Evaluate season and make suggestions for the following season

Other duties as assigned.

Please send resume to: Melissa Peters, Assistant Camps Director, Mpeters@jccotp.org

EOE