

## **Specialty Camp Head Counselor**

Neil Klatskin Summer Camps located at the Kaplen JCC on the Palisades in Tenafly, NJ is looking for a Head Counselor for our NKDC Experience Specialty Camp for children entering 3<sup>rd</sup>-5<sup>th</sup> Grades.

### Minimum Qualifications:

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

Responsible to: Camp Director

Schedule: Off Season: Including but not limited to staff meetings, staff orientation, Parent Orientation, pre-camp family phone calls

During Camp Season: Monday through Friday 8:30am-4:30pm, weekly meetings from 7-9pm.

General responsibilities include:

### Pre- camp

- Attend staff orientations, staff meetings, and Open House as scheduled
- Welcome phone calls to parents

### During camp:

- Identify and meet campers' needs
- Responsible for the health and safety of campers
- Attend and supervise weekly field trips
- Attend weekly meetings as scheduled with the Camp Director
- Bi-Weekly phone calls to parents
- Bi-Weekly newsletters to parents
- Learn and utilize the Kaymbu program we provide for camp photos
- Assist with daily arrival and dismissal
- Carry out camp programs and goals
- Manage and oversee the Senior and Junior counselors in the group
- Participate in all camp activities including swim every day.
- 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](mailto:Mpeters@jccotp.org)

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