

TITLE: Mavar Unit Head
REPORT TO: Junior Camp Program Director

Neil Klatskin Summer Camps in Tenafly, New Jersey is looking for a Unit Head for our Camp Mavar program for 3 year old campers.

RESPONSIBILITIES:

PRE-CAMP

- Attend monthly planning meetings from January-June.
- Welcome & Introduction phone calls to parents.
- Assist in grouping, staffing, and scheduling.
- Work together with the leadership team to plan, lead, and attend camp staff training.
- Attend and oversee Unit Camp Family Meet & Greet on Sunday, June 23rd.

CAMP

- Supervise, lead, and build relationships with camp staff of 10-15 counselors.
- Monitor Activities and relationships between staff, specialists, campers, and parents.
- Communicate with families through newsletters, phone calls, or emails following a camp communication timeline.
- Monitor counselor and camper assignments for each day.
- Plan and facilitate weekly staff meetings.
- Formally evaluate unit staff at least twice a season, conducting other evaluations as necessary.
- Check in with Junior Camp Program Director daily.
- Supervise arrival and dismissal of campers.
- Work with Program Manager to plan Unit focused special event.
- Evaluate season and share suggestions for the following season.

Other Duties as assigned.

REQUIREMENTS:

- Bachelor's degree or equivalent experience working with preschool age children
- Previous camp experience
- Desire and ability to work with children and adults in camp setting
- Ability and experience in supervising staff and campers
- Current CPR and first aid certifications

SCHEDULE:

- Must be available to work June 24-August 16, 7:30 am- 5:00 pm as well as the following:
 - Once a month January-April 2024 and twice a month May-June 2024
 - Open House (2/11/24 & April TBD), Staff Orientation (6/9, 6/10, 6/17, 6/18), Staff meetings (once per week during camp), Interactive Nights and additional programs as needed prior to and during camp.

Please send resumes to: Melissa Peters, Director, Camp & Youth Engagement, Mpeters@jccotp.org

EOE

It is the policy of this institution to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, marital status, national origin, age, disability, veteran status or status within any other protected group.