



KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

www.jccotp.org

JOB TITLE: Sport Camp and Racquet Sports Manager

SUPERVISOR: Keri Thoren, Athletics Director

STATUS: Full time

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades (Kaplen JCC) is seeking a passionate individual who loves working with youth and wants to make a difference by helping people live healthier lives through sports programs.

KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

POSITION OVERVIEW

We are seeking a Sports Camp and Racquet Sports Manager who will be responsible for leading and managing all aspects of a year-round racquet sports program (including racquetball, pickleball, and tennis) and overseeing the summer sports camp at the Kaplen JCC on the Palisades in Tenafly. This position plays a key role in fostering community engagement, youth development, and lifelong participation in sports. The Manager will design and implement programming, oversee facility operations, manage staff, and ensure high-quality, inclusive experiences for participants of all ages and skill levels.

RESPONSIBILITIES AND OPPORTUNITIES

Sports Camp Management

- Design and implement a comprehensive, age-appropriate summer sports camp curriculum that emphasizes skill-building, teamwork, and personal growth.
- Recruit, train, and supervise camp counselors, coaches, and volunteers.
- Develop marketing and recruitment plans to achieve budgeted goals.
- Plan and coordinate daily activities, special events, and sports tournaments.
- Manage registration, enrollment, and camper placement to optimize capacity and ensure a positive experience for all participants.
- Serve as the primary point of contact for sports camp families, addressing questions and concerns promptly and professionally.
- Ensure all camp activities align with the KJCC's mission, emphasizing safety, inclusivity, and community-building.
- Attend and participate in department meetings and planning sessions.

Racquet Sports Program Management

- Develop and oversee year-round racquet sports programming, including leagues, lessons, clinics, tournaments, and open play for racquetball, pickleball, and tennis.
- Recruit, hire, train, and supervise racquet sports instructors, referees, and volunteers.
- Organize events and tournaments to engage members and grow participation in racquet sports.
- Collaborate with marketing and communications teams to promote racquet sports programs, increase visibility, and attract new participants.
- Oversee outside racquet sports, vendors, and manage the outside courts rental program.
- Build relationships with local racquet sports organizations and associations to enhance offerings and partnerships.

Facility Operations and Maintenance

- Oversee the maintenance and operation of sports facilities, including racquetball courts, tennis courts, and pickleball areas.
- Coordinate with facility staff to ensure all equipment and courts are clean, safe, and in excellent condition.
- Address and resolve facility issues promptly to minimize disruptions to programming.
- Participate in special projects as requested.

Community Engagement and Outreach

- Foster a welcoming and inclusive environment for all participants, emphasizing accessibility and diversity in programming.
- Act as the primary ambassador for racquet sports and sports camp programs, cultivating relationships with members, donors, and the broader community.
- Identify opportunities to expand programs, including grants, sponsorships, and partnerships.
- Oversee special programming including Aging Autism.

Staff Leadership and Development

- Lead a team of instructors, counselors, and volunteers, providing mentorship, feedback, and professional development opportunities.
- Foster a collaborative and supportive team culture aligned with the KJCC's mission and values.

Budget and Administrative Responsibilities

- Develop and manage budgets for sports camp and racquet sports programs, ensuring fiscal responsibility and alignment with organizational goals.
- Track participation, program outcomes, and financial performance, preparing reports for leadership and stakeholders.
- Maintain accurate records of program participation, scheduling, and staff hours.

QUALIFICATIONS & SPECIALIZED SKILLS

Education and Experience

- Bachelor's degree in Sports Management, Recreation, Education, or a related field (preferred).
- 3+ years of experience managing sports programming, camps, or racquet sports programs, with leadership experience preferred.

Skills and Competencies

- Deep knowledge of racquet sports (racquetball, pickleball, and tennis), including rules, coaching techniques, and equipment.
- Strong organizational and multitasking skills, with attention to detail.
- Exceptional communication and interpersonal abilities, with a passion for engaging with children, families, and members.
- Proven ability to recruit, train, and manage staff effectively.
- Budget management experience and proficiency in program evaluation.

Certifications

- Current CPR, First Aid, and AED certifications (required).
- Relevant racquet sports coaching certifications (preferred).

Key Attributes

- Passionate about youth development and community engagement through sports.
- Innovative and adaptable in designing programs and addressing challenges.
- Committed to promoting diversity, equity, and inclusion in all aspects of programming and operations.

Work Environment and Physical Requirements

- Ability to work outdoors during camp seasons and on courts for racquet sports activities.
- Must be able to lift up to 50 pounds and remain active for extended periods.
- Flexible schedule, including Sundays and some evenings, to accommodate programming and events.

SALARY: \$50,000.

Including: Annual incentive: \$3000 based on achieving camp net goals.

Commission on all lessons and clinic provided.

BENEFITS

Full-time: Complimentary JCC family or Individual membership

employee discounts on all programs, services and events

Generous paid time off, paid floating federal holidays, paid Jewish holidays

Health and dental insurance

403b employer contribution

FSA/HSA options

Life insurance

long-term disability

This job description is not intended to be all-inclusive, and the Sport Camp and Racquet Sports Manager will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about

these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

To Apply: Please send cover letter and resume to Keri Thoren at: kthoren@jccotp.org