



KAPLEN JCC on the Palisades

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

www.jccotp.org

JOB TITLE: Camp & Youth Registrar

SUPERVISOR: Assistant Director of Business & Operation

STATUS: Full time/Part time- This position ranges from 20-40 hours per week.

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 professional who enjoys connecting with people and their children by helping with the Neil Klatskin Summer camp's operation.

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.

About Neil Klatskin Summer Camps & Youth Programming:

Neil Klatskin Summer Camps offers traditional day camp programming for children 2yrs to entering 2nd Grade and various specialty camps for children entering 3rd-10th Grade. Our Youth Programming, Camp 365, includes afterschool enrichment classes, vacation camps, and family community events that continue the camp spirit and foster relationships and connections to the JCC throughout the year.

Our camps are situated on an incredible 21-acre property. The campus features three heated pools, a water park and splash pad, sports fields, tennis courts, basketball courts, an exhilarating challenge course with zip line, and multiple playgrounds. Camp also has use of the indoor JCC facilities with dozens of air-conditioned classrooms, gyms, racquetball courts, a kosher, nut-aware kitchen, dance studios, and a theater.

POSITION OVERVIEW

We are seeking Camp & Youth Registrar, this position plays a crucial role in the success of Day Camp and Camp365 programs by managing registration processes, maintaining accurate records, and providing exceptional customer service to families. This position requires strong organizational skills, attention to detail, and the ability to work collaboratively with staff to ensure a smooth and efficient experience for campers, staff, and families.

RESPONSIBILITIES AND OPPORTUNITIES

Registration Management

- o Oversee the registration process, including online registration, payments, and communication with families.
- o Maintain up to date records of participant and staff information, payments, and special requests.
- o Ensure all participant and staff registration forms are complete and accurately entered.
- o Ensure all participant and staff medical forms are submitted for the medical team to review.
- o Provide up to date rosters, group assignments, and special needs as needed to staff team.

Customer Service:

- o Serve as the primary point of contact for families regarding registration inquiries, payment plans, program information, and tours.
- o Provide timely and courteous responses to phone calls, emails, and in-person inquiries.

Financial Administration:

- o Process payments, refunds, and credits in accordance with Camp and Youth policies.
- o Work Closely with the Assistant Director of Business & Operations to manage billing, payment plans, and financial records.
- o Monitor and report on registration numbers, payment status, and other relevant metrics.

Programming:

- o Attend year-round family engagement events for Youth & Camp including but not limited to Fall Family Festival, Purim Carnival, Camp Open Houses, Kidchella Carnival, and Rubin Run.
- o Participate in pre-camp planning meetings and contribute to the overall camp administration.

Health and Safety:

- o Assist in enforcement of camp policies and procedures related to health, safety, and emergency protocols.
- o Assist in monitoring and implementing all ACA Accreditation guidelines and regulations.
- o Maintain confidentiality and security of participant, staff, and family information in compliance with privacy laws and camp policies.

QUALIFICATIONS & SPECIALIZED SKILLS

- High School diploma or equivalent required; college degree preferred.
- Previous experience in registration, administration, or customer service in a camp or similar setting.
- Strong appreciation of Jewish culture, traditions, and values.
- Fluent in both English and Hebrew.
- Excellent communication and interpersonal skills.
- CPR and First Aid certification (or willingness to obtain).
- Ability to work extended hours and adapt to a fast-paced, dynamic environment.

SALARY RANGE: \$35K-\$45K. Commensurate with experience.

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

Part-time: Discounted JCC family or individual membership

employee discounts on all programs, services and events

This job description is not intended to be all-inclusive, and the [POSITION] 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 email a cover letter and resume to Melissa Peters at: Mpeters@jccotp.org