



KAPLEN JCC on the Palisades

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

www.jccotp.org



JOB TITLE: Group Coordinator for Jewish Agency Summer Shlichim

SUPERVISOR: Director of Program Development & Israeli Innovation

STATUS: Seasonal position, In person-PT (Feb-March), FT (April-August)

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 a highly organized, responsible, and people-oriented individual to coordinate and manage a group of Israeli post-army Shlichim working at the JCC Neil Klatskin Summer Camp. This role involves providing logistical, social, and emotional support to the Shlichim throughout their time in the U.S., ensuring they have a successful and meaningful summer experience. This is a dynamic and rewarding role that offers the opportunity to make a significant impact on the Shlichim's summer experience and their connection to Jewish life in the Diaspora.

RESPONSIBILITIES AND OPPORTUNITIES

Housing Management:

- Build relationships within the community to identify and recruit host families.
- Coordinate housing arrangements with local host families or local dormitory and manage weekly transitions.
- Maintain daily communication with both Israeli and American host families to ensure smooth and positive experiences.
- Routine check ins with host families and shlichim in dorms.
- Address and resolve any issues that may arise between Shlichim and host families.

Daily Logistics & Transportation:

- Ensure that all logistical needs are met in a timely and efficient manner.
- Organize and manage daily transportation for Shlichim to and from summer camps and housing locations.
- Coordinate and support the process of application and obtaining Social Security Numbers (SSNs) through the local Social Security Office.

Cultural Engagement & Social Planning:

- Organize group bonding activities and evening outings for the Shlichim.
- Plan and coordinate weekend trips and cultural experiences.
- Find and arrange Friday night (Shabbat) dinners with local families.
- Purchase thank-you gifts for host families on behalf of the group.

Communication & Support:

- Coordinate with camp leadership and local community representatives as needed.
- Work Closely with Staff Engagement Specialist in preparation for Shlichim arrival and throughout the summer.

- Serve as the primary contact for the Shlichim and host families related to housing, transportation, and events.
- Ensure a positive group atmosphere.

QUALIFICATIONS & SPECIALIZED SKILLS

- Excellent organizational and multitasking skills
- Strong interpersonal and communication abilities (Hebrew and English)
- Experience working with youth or in community settings
- Problem-solving mindset and ability to remain calm under pressure
- Valid driver's license

SALARY RANGE: This is a PT Position for February-March and FT Position for April-August. Salary Range \$22-\$24K, Commensurate with experience.

This job description is not intended to be all-inclusive, and the Group Coordinator for Jewish Agency Summer Shlichim 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