



JOB TITLE: Junior Camp Program Director

REPORT TO: Director of Camp & Youth Engagement

STATUS: Seasonal Position, Full-Time During Camp Season

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. We aim to provide our campers and families with the most qualitative content.

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.

Schedule:

- Leadership Meetings (February–June): Participate in monthly leadership meetings for training and planning
- Open Houses: Attend and support Camp Open Houses on February 8, 2026 and April 24, 2026, engaging with families, answering questions, and representing the camp in a positive and professional manner
- Parent Information Session: Participate in a virtual information session to share program details and engage with current camp families prior to the start of the season (date TBD)
- Camp Meet & Greet (Sunday, June 21): Oversee and participate in the Meet & Greet event. Tasks include planning activities, organizing materials, coordinating staff, welcoming families, answering questions, supporting counselors in connecting with campers, distributing camper bags, and creating a positive, engaging atmosphere
- Staff Orientation Week (June 7, 8, 15, 16, 17): Attend staff orientation to help counselors build connections, lead and participate in activities, prepare room décor, and get ready for the summer. Provide guidance and answer any questions
- Daily Camp: Monday-Friday from 8:00am-5:00pm, June 22nd-August 14th, 2026
- Staff Meetings: Lead and participate in weekly staff meetings on Thursdays from 5:15pm-6:30pm during the 8 weeks of camp

Key Responsibilities:

- Supervise and Lead Staff: Oversee two Junior Camp Unit Heads and a team of 40–60 counselors, ranging from high school students to adult staff, providing guidance, support, and mentorship throughout the camp season.
- Foster Relationships: Build and maintain positive relationships among staff, specialists, campers, and families to create a safe, inclusive, and engaging camp environment.

- **Monitor Camp Activities:** Ensure all daily activities run smoothly, including transitions, specialist and counselor led programming, and camper engagement, while addressing any issues that arise.
- **Family Communication:** Communicate with families through phone calls and emails following the established camp communication timeline.
- **Daily Assignments:** Oversee counselor and camper assignments each day, ensuring appropriate staffing, camper ratios, and group placement.
- **Staff Meetings and Training:** Plan, facilitate, and lead weekly staff meetings, sharing updates, training, and best practices to support staff performance and engagement.
- **Performance Evaluation:** Formally evaluate Unit Heads at least twice per season, conducting additional evaluations as needed to support staff growth and accountability.
- **Daily Check-ins:** Meet with Unit Heads daily to review group dynamics, staff needs, and camper concerns.
- **Camp Operations:** Supervise the arrival and dismissal of campers to ensure safety and efficiency.
- **Seasonal Evaluation:** Assess the overall camp season and provide feedback and recommendations for improvements for the following year.
- **Other Duties:** Perform other duties as assigned to support the success of the camp program.

Requirements:

- Bachelor's degree in Education, Social Work, or a related field preferred
- Prior experience supervising and mentoring staff, ideally in a camp, youth program, or educational setting
- Excellent leadership, communication, and organizational skills
- Strong commitment to, and alignment with, the values of the JCC and its mission

Salary Range \$8K-\$9K. Salary Commensurate with experience.

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 opportunities 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.