



**JOB TITLE: NKDC Experience Unit Head**

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.

**Key Responsibilities:**

**Pre-Camp**

- 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 Phone Calls: Connect with parents that sign up for a phone call as an introduction and opportunity to learn more about a camper.
- 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.
- Camp Staff Meetings every Thursday from 5:15pm-6:30pm during the 8 weeks of camp

**During-Camp**

- Supervise and support a team of 15-20 counselors, providing ongoing guidance, coaching, and real-time problem solving.
- Work closely with the Program Development Director and Camp Director to ensure smooth daily operations, communicate schedule changes, and equip counselors for success.

- Support camper groups totaling 75–100 children, ensuring their safety, well-being, and positive experience.
- Monitor campers' needs, including eating habits, behavior, health concerns, hydration, and sun safety.
- Communicate with parents as needed regarding activities, events, and group updates.
- Foster strong staff morale and help integrate both campers and staff into the camp community.
- Oversee specialists during group periods to ensure engaging, age-appropriate programming.
- Coordinate with the Specialty Coordinator regarding schedule adjustments and group needs.
- Oversee daily counselor and camper assignments to maintain organization and consistency.
- Plan and lead weekly staff meetings focused on training, challenges, and upcoming activities.
- Ensure staff clean and reset materials and supplies at the end of each day.
- Communicate frequently with the Camp Director about camper and staff successes, concerns, and incidents.
- Supervise camper arrival and dismissal.
- Promote a positive, inclusive, and values-driven camp environment, model respect, teamwork, and responsibility.
- Manage group dynamics, addressing conflicts and behavioral issues promptly and constructively.
- Maintain accurate daily attendance records.
- Formally evaluate unit staff at least twice a season, conducting other evaluations as necessary
- Supervise and lead weekly camp trips
- Participate in end-of-season evaluation and provide recommendations for improvement.

**Requirements:**

- Certified Educator with Teaching Credentials (preferred)
- Experience working with children in grades 3-7 in a school, camp, or related youth serving setting.
- Desire and ability to work with children and adults in camp setting
- A strong commitment to, and alignment with, the values of the JCC and its mission
- Experience in supervising staff

**Salary Range \$6,200K-\$7,200K. Salary Commensurate with experience.**

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