



KAPLEN JCC on the Palisades

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

www.jccotp.org



Summer 2026

JOB TITLE: NKDC Experience Unit Head

SUPERVISOR: Director of Camp & Youth Engagement

STATUS: Seasonal Position, Full-Time During Camp Season

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

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.

QUALIFICATIONS & SPECIALIZED SKILLS

- 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: Salary Range \$6,500K-\$7,500K. Salary Commensurate with experience.

Benefits

Complimentary JCC family or Individual membership. 50% Staff Discount on Camp Tuition

Join our team and help make this summer unforgettable!

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