



# KAPLEN JCC on the Palisades

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

[www.jccotp.org](http://www.jccotp.org)

**JOB TITLE:** Specialist Coordinator

**SUPERVISOR:** Director of Programming & Israeli Innovation

**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 vibrant, high-energy professional who is passionate about creating a fun, safe, and engaging atmosphere for children. We are looking for someone who can build a community where every camper feels like they belong.

## **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-9th 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.

## **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 of Fine Arts Camp & Science Camp that sign up for a phone call as an introduction and opportunity to learn more about a camper.
- Camp Meet & Greet (Sunday, June 21): Oversee and participate in the Meet & Greet event for Fine Arts & Science Camps. 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.
- Assist in supervising the specialist staff team, including leading pre-camp meetings to review curriculum plans, supply orders, and room needs; confirming room reservations and setup; ensuring specialist spaces are fully prepared with decorations and materials for the Meet & Greet; conducting daily check-ins with specialists; and providing ongoing guidance, support, and problem-solving as challenges arise.
- Staff Orientation Week (June 7, 8, 15, 16): 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 4-6 counselors and 15-20 Specialists, 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 Fine Arts & Science camp groups totaling 40 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 Unit Heads 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 Director of Programming & Israeli Innovation about camper and staff successes, concerns, and incidents.
- Assist with 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 Fine Arts & Science Counselors and Specialists at least twice a season, conducting other evaluations as necessary
- Attend & oversee 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 a school, camp, or related youth serving setting.
- Experience in supervising staff
- 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

**SALARY RANGE:** \$6,500K-\$7,500K. Salary Commensurate with experience.

### **BENEFITS**

Complimentary JCC family membership from June 1-August 31, 2026  
Employee discount on Neil Klatskin Summer Camps program

This job description is not intended to be all-inclusive, and the Specialist Coordinator 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 submit resumes to Melissa Peters at: [mpeters@jccotp.org](mailto:mpeters@jccotp.org)