

Job Title:	Assistant Director of Youth Programs	Reports To	Camp Shai Director
Department/Group:	JCC Camp Shai	Exemption Status:	Salaried, Exempt
Location:	Staenberg - Loup JCC 350 S. Dahlia St Denver, CO 80246	Expected Start Date:	April 4 th , 2022
Pay Range:	\$45,000 - \$52,000/year	Position Type:	Full-Time

Job Description

Camp Shai at the JCC is Denver's premier Jewish Day Camp serving children entering Kindergarten through 6th grade. Individuals of all backgrounds, faiths, and families are welcome. At Camp Shai, we offer a little something for everyone with a variety of engaging and fun activities.

The Staenberg-Loup Jewish Community Center of Denver is seeking a high-energy, experienced, and skilled professional to work on the Camp Shai team that supports year-round programming for children entering Kindergarten through 12th grade. The Assistant Director of Youth Programs is primarily responsible for implementing year-round programs for school-aged children and supporting the operations of the Camp Shai day camp during the summer.

OUR IDEAL CANDIDATE

- You are excited to support staff as they develop their skills and are eager to share your knowledge and experience with others.
- You can conceptualize the bigger picture of a project while not losing sight of details.
- You are flexible and excited by challenges that require creative problem-solving and determination.
- You are passionate about working with kids and creating a welcoming, creative, and fun environment that celebrates learning and growth.
- You enjoy working in a dynamic environment and are ready to bring that camp energy, whether you're dancing across the stage in a silly costume or face painting with children during downtime.
- You want to grow your skillset, and you are ready to both give and receive feedback.
- You are a team player that relishes opportunities to collaborate with your colleagues.
- You exercise patience and empathy when dealing with others and exude positivity.

ROLE AND RESPONSIBILITIES

Program Development & Oversight

- Design and supervise all aspects of programming for Kindergarten through 12th-grade youth, such as Camp Shai Day Camp, "School's Out!", Family Events, and more!
- Engage and facilitate programming to promote positive youth development.
- Supervise and support the development of program curriculum at Camp Shai during the summer.

- Manage and maintain the program supplies budget and assist in purchasing necessary materials for programming.
- Collaborate with Camp Shai's Inclusion team to make any necessary modifications to programs to accommodate campers with and without identified needs (physical, social, emotional, or cognitive).
- Supervise and oversee programming and activities for Camp Shai's extended care services (Sunrise Care & Sunset Care).

Supervision & Management

- Provide supervision, oversight, and support for seasonal staff members as assigned.
 - This may include overseeing employee contracts and performance reviews as requested by the Camp Director.
- Collaborate with the Camp Leadership team to support the facilitation of regular training for seasonal staff members.

Recruitment & Outreach

- Develop and strengthen relationships with children and parents for all youth programming through in-person interactions, parent/guardian emails, phone calls, e-blasts, online presence, school visits, meet and greets, and other community outreach events.
- Collaborate with JCC's Engagement team to recruit children for youth programming and build relationships in the broader Denver community.
- Assist in the recruitment of seasonal staff for year-round programming as well as staffers brought on to support Camp Shai's summer day camp.

Administrative Responsibilities

- Utilize CampMinder and other software programs to provide strong customer service to families enrolling in Camp Shai and other year-round programs at the JCC.
- Support daily logistics of Camp Shai that may include: daily schedules, pool & swimming schedules, and transportation procedures.
- Work with Registrar to ensure accurate and timely registration and billing for all youth programs.
- Maintain camper and staff records, as well as facility requirements, to comply with Colorado's childcare licensing regulations.
- Responsible for communication and marketing of programs via email, social media, and phone calls. Coordinate logistics, internal and external reservations, and security needs for all programs.

State Licensing & American Camping Association (ACA) Accreditation

- Be familiar with and uphold all Colorado State Childcare licensing requirements for school-based childcare programs.
- Be familiar with and uphold all American Camping Association requirements for day camps.
- Be responsible for designing programs that comply with Colorado State licensing requirements.

Physical Demands and Working Environment

- **Physical Demands:** This job requires personnel to have operative auditory and visual functioning. Employee must also be able to walk upwards of two miles each day, including the use of stairs and uneven terrain. Employee may also stand, sit in chairs or on the ground, run, and swim. Mental

requirements include, but are not limited to, the ability to concentrate, effectively cope with stress, adapt to and stay alert in a professional environment, as well as an ability to problem solve and de-escalate crisis situations and challenging behaviors. *Reasonable accommodations may be granted for qualified applicants.*

- **Work Environment:** Working conditions may include being in indoor, open classroom spaces and spending extended time outdoors under the sun.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Basic Qualifications

- Must be at least 21 years of age
- Must hold at least 3 years of verifiable experience working with children
- Must be able to fulfill requirements for employment at the Staenberg-Loup JCC, including background screening, three professional references, documentation, and compliance with CDHS law

Preferred Qualifications:

- Previous experience in either a school or camp environment
- Bachelor's Degree in Education, Social Work, Curriculum Development, or other related fields
- Previous leadership or supervision experience is a plus
- Must obtain First Aid & CPR certifications before start date. Opportunity for certification will be made available through the JCC prior to Staff Orientation

ADDITIONAL NOTES

Benefits Overview

This full-time position is benefits-eligible. The JCC contributes a portion of medical, dental and vision plan premiums and pays for Basic Life Insurance & AD&D, Short-Term Disability and Long-Term Disability. There are additional voluntary benefit plans available. The JCC has a 401(K) Plan available for elective deferral contributions for employees over 21 years of age, with no waiting period. Paid Time Off is a day-one benefit, accrued based on years of service and in compliance with the Colorado Healthy Families & Workplaces Act.

Physical Demands and Working Environment:

The position requires the candidate to remain in a sitting position for prolonged hours in an office environment. While performing duties, the candidate is occasionally required to stand, walk use hands to handle or feel objects, tools, or controls; reach with hands and arms, talk and hear. Candidate must occasionally lift and or/move up to fifteen (15) pounds. Working conditions may include being in an open (shared) cubicle or workspace.

Note: This job description is not meant to be an all-inclusive statement of every duty and responsibility which will ever be required of an employee in this position; however, the employee will be held responsible for all duties assigned.

The Jewish Community Center values diversity and inclusiveness and is an equal opportunity employer.

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Last Updated By:	SJ/CJ/SH	Date:	03/08/2022
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