



Mittleman

Jewish Community Center

Schnitzer Family Campus

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Job Title: Assistant Day Camp Manager

REPORTS TO: CAMP MANAGER

WAGE: \$17-19/hr plus benefits and paid holidays and paid time off

FLSA STATUS: Full-Time, Benefit Eligible, Non-EXEMPT

ABOUT US: The Mittleman Jewish Community Center (MJCC) is an inclusive and welcoming hub for a diverse community, community, both Jewish and non-Jewish, fostering lifelong wellness and providing dynamic social and educational experiences. The MJCC has been a vital part of the greater Portland community for over 100 years, providing a wide variety of recreational programming for all ages, wonderful fitness facilities, cultural events and more.

FULL TIME EMPLOYEE PERKS: the MJCC pays the full monthly premium for full-time benefit eligible employees' medical, dental, long term disability, and life insurance coverage at the individual level. A medical buy-up plan is also available, and we also offer a 401(k) with employer contribution, no match required. Full time employees also receive a free family membership to the MJCC, as well as discounts on paid programming. The MJCC celebrates both federal and Jewish holidays, with up to 25 paid holidays per year. If you are unable to take the day off on a holiday, it may be floated to another day and used at that time.

JOB SUMMARY: The Day Camp Assistant Manager will have broad oversight of the MJCC Summer Day Camp Office, the MJCC Vacation Day Camp program and the MJCC After-school Youth Transport program. The Day Camp Assistant Manager assists the Camp Manager on the day-to-day operations of all three programs and is responsible for supporting MJCC Summer Day Camp operations including registration, communication, budgeting, correspondence, and records maintenance. This position is responsible for the smooth operation of the summer day camp office and for resolving day-to-day issues related to camp administration in the absence of the department manager. This position is also responsible for broad oversight of the MJCC Vacation Day Camp program including ensuring each camp is fully staffed, planning each VDC daily schedule, communication, ordering supplies, creating reports and acting as a VDC Counselor. The Camp Assistant Manager assists the Unit Directors and the Camp Manager as needed in the day to day operations of camp. This position will serve as a rotating administrator on duty and assume logistical, managerial or program responsibilities as necessary, and will directly supervise the Day Camp Registrar.

QUALIFICATIONS: Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Previous experience working in a camp setting (day or overnight). Education and /or experience working with children, ages 3-11 years old, in recreational programs preferred.
- One year of college AND 1 summer of experience working at a summer camp. OR equivalent background in education, child development, and camp programming preferred.
- One year experience in a supervisory role preferred
- Strong knowledge of the principles and practices of supervision, training and performance evaluation. Mentoring, coaching, or teaching background preferred.

- Strong organizational skills and time management skills; knowledge of age appropriate children's activities in a camp setting;
- Ability to work comfortably, tactfully and courteously with children, parents and other staff;
- High levels of enthusiasm, energy, and compassion.
- Strong communication skills—both written and verbal—with customers, supervisors, and staff. Commitment to open, direct communication.
- Willingness to pitch in and take on additional responsibilities and tasks; commitment to MJCC Day Camp mission.
- First Aid and CPR certifications (adult and child) are a condition of employment and preferably obtained or current by the first day of work.
- Ability or teaching experience in any of the following areas: field games, music, dance, art, cooking, and a variety of sports preferred.
- Ability to pass fingerprint background check.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS: Work involves working indoors and outdoors in an environment that is quite noisy and busy. The flow of the work and character of duties involve extreme care and concentration. Manual dexterity and coordination is required, making up more than 50% of the work period. Incumbents may be exposed to a variety of environmental elements, including: dust and noise. Physical exertion required, including: lifting, climbing, bending, squatting and reaching.

TYPICAL EXAMPLES OF WORK: (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

- Be familiar with, abide by, and enforce the personnel, safety and program policies of camp.
- Collaborate with program managers and MJCC staff to establish Day Camp schedules.
- Collaborate with Day Camp Director and program specialists to design age-appropriate activities for campers.
- With Camp Manager, coordinate and oversee internal Day Camp paperwork and communications.
- Plan daily schedule for Vacation Day Camp.
- Oversee and manage paperwork flow between Day Camp Office and other MJCC departments, including accounting, membership, and facilities.
- Coordinate phone/email outreaches to campers, parents, staff, and camp alumnae.
- Coordinate and maintain camps' promotional photography archive. Assign photography responsibilities to other camp staff.
- Assign work to Day Camp Registrar and additional office staff, oversee this work.
- Maintain inventory of appropriate supplies for camp programs; order or obtain additional supplies as necessary.
- Aid in leading Staff Orientation.
- Assist with researching and keeping up to date with local camp trends
- With Camp Manger, aid in compiling resources for other camp administrators and program specialists.
- With Camp Manger, compile and prepare materials for Staff Training binder.
- Logistical, managerial, or program responsibilities as necessary.
- Miscellaneous secretarial responsibilities as necessary.
- Attend or participate in camp wide events as time permits.
- Frequently interact with parents; address issues and concerns in a timely and courteous manner.

- As time permits, participate in activities with campers and staff; role model excellent small-group leadership for staff.
- Aid in planning and leading Staff Orientation and All Staff Meetings.
- Take on additional logistical, managerial, or program responsibilities as necessary.
- Assist with camp photography.
- Participate in administrator training at the beginning of the summer and a debrief at the end of the summer.
- Work with Day Camp managers to implement Shabbat services on Friday afternoon, including camp slide show.