



Mittleman

Jewish Community Center

Schnitzer Family Campus

6651 SW Capitol Highway, Portland, OR 97219

P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

Job Announcement

Job Title: Summer Day Camp Unit Head

SCHEDULE: Orientation June 20th to 23rd, Camp runs June 26th to August 18th. 35-40 hours/week, Varying Shifts between hours of 7:30 am to 5:45 pm

PAY RATE: \$19 - \$20/hr

The MJCC is open to everyone of all backgrounds!

Make the most out of your summer at the MJCC! The MJCC Day Camp is seeking enthusiastic, patient, hard-working staff members to serve as camp counselors this summer. The MJCC Summer Camp provides campers with the ultimate summer experience!

- Inspire our new campers as they experience summer camp for the first time
- Exercise and hone your leadership skills as you build relationships and lead and create programming for campers
- Be part of the trailblazing group of staff who will establish the foundation of Jewish Day Camping in Portland for years to come!

TO APPLY: Apply online at our website: www.oregonjcc.org (select "About Us," then select "Employment"). Applications may also be obtained at Mittleman Jewish Community Center, 6651 SW Capitol Hwy, Portland, OR, 503.244.0111.

JOB SUMMARY: The Unit Head will supervise the programming, staffing, and day-to-day operations of the classic day camp for children ages 3-11. The primary function of the Unit Head is to manage and mentor other camp staff, however the position is also responsible for direct care and supervision of youth at times.

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.)

- Coordinate schedules and weekly activities all camp groups. Collaborate with Day Camp managers and MJCC staff to establish Day Camp schedule.
- Collaborate with Day Camp Manager and program specialists to design age-appropriate activities for campers.
- Assume responsibility for all logistics related to specialty day camp for the given age group. Assign and delegate work to staff as appropriate.
- Supervise and mentor camp staff to accomplish program goals. Coach and evaluate staff with ongoing, specific feedback.
- Oversee with camper pick up and drop off. Aid with pre- or after-care.
- Frequently interact with parents; address issues and concerns in a timely and courteous manner.
- Participate in activities with campers and staff; role model excellent small-group leadership for staff.
- Ensure the general safety of participants; respond appropriately to all camper injuries; provide first aid if necessary. Complete required paperwork within designated time frames.
- Make appropriate judgments and decisions concerning youth participating in the program.
- Observe, evaluate and communicate effectively with children, parents and other staff.
- Maintain a daily program log and lead a brief, daily meeting with all unit staff.
- Serve as a mentor to other camp staff, including those who report to another supervisor.
- Take on additional logistical, managerial, or program responsibilities as necessary.
- Complete ongoing evaluations and programming reports.
- With other managers, plan and implement Shabbat services on Friday afternoon.
- Serve as rotating Administrator on Duty.

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

- Strong knowledge of the principles and practices of supervision, training, and performance evaluation. Mentoring, coaching, or teaching background preferred.

- Strong organizational 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
- Ability to be a role model to campers and staff in attitude and behavior
- Ability to follow and uphold all safety and security rules and procedures
- Completion of freshman year of college or 18 years of age is preferred
- Ability to pass fingerprint background check, must be completed before the first day of camp.
- First Aid and CPR certifications (adult and child) are a condition of employment and preferably obtained or current by the first day of camp.
- Three summers' experience in camp program development and delivery OR a satisfactory background in recreation, education, and child development.
- At least two years' professional experience working in elementary or early childhood education preferred.
- Ability to swim preferred

PHYSICAL REQUIREMENTS + 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.

ABOUT US: Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 100 years, the MJCC has offered educational, social, cultural and recreational programs.

THE MJCC and all its affiliated programs welcome all children, families and staff regardless of their religious affiliation. MJCC is an Equal Employment Opportunity Employer and welcomes applications from diverse candidates and candidates who support diversity.