



# Mittleman

Jewish Community Center

Schnitzer Family Campus

6651 SW Capitol Highway, Portland, OR 97219

P: 503.244.0111 | F: 503.245.4233 | [oregonjcc.org](http://oregonjcc.org)

## Job Announcement

**Job Title:** Summer Day Camp Jewish Enrichment Specialist

**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:** \$20 - \$21/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](http://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 Jewish Enrichment + Inclusion Specialist is responsible for providing meaningful Jewish program content for campers through Friday Shabbat programming, music, games and stories. The enrichment specialist will also promote optimal inclusion and enhance the camp experience for neurodiverse children.

**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.)

- Plan and implement Jewish enrichment activities and Shabbat programming for classic day camps.
  - These are typically one-hour blocks for children ages 3-11; monitor participants; respond to behavioral issues as they arise. Supervise participants to ensure safe play. Model appropriate problem-solving behavior. Implement discipline and safety measures as necessary.
- Set up, supervise and clean activity area; maintain facility cleanliness.
- 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.
- Take on additional logistical, managerial, or program responsibilities as necessary.
- Aid with camper drop off and pick up. Serve as an adjunct group leader for one group of campers.
- **Teach** 4-5 one-hour activity blocks per day. Additional activity blocks may be assigned, as needed.
- Plan and prepare upcoming activities.
- Be "in position" and ready to address staff questions or unforeseen problems.
- Attend a weekly all-staff meeting and oversee **pre-care (7:30 - 9 am) or after-care (4 - 6 pm)** as assigned throughout the summer.
- With other program specialists, aid the Specialty Camps Director and other staff in coordinating and managing all-camp events.
- Design age-appropriate curricula for weeklong specialty camps.
- Be familiar with, abide, and enforce the personnel, safety and program policies of camp.
- Maintain personal and ethical integrity by following through on responsibility, and by accepting and abiding by decisions regarding program and camp policy set forth by the Day Camp Director.
- Coordinate and plan performances for Friday afternoon Shabbat, as assigned.

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

- Knowledge of Jewish culture and traditions.
- Knowledge of children's songs, games and activities related to Jewish studies.
- 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.
- Commitment to open, direct communication.
- Four-year Bachelor's degree with significant coursework in Jewish Studies preferred.
- Additional experience with camp programming preferred.
- Candidates with song leading experience are highly encouraged to apply.
- Two years of responsible work or academic experience in Jewish Studies, OR a satisfactory equivalent of experience and training that demonstrates the ability to perform the duties of the position.
- 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.

**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.