Director of Camp, Youth and Family Services

Supervised by:  MJCC Assistant Director/ECC Director
Position Status: Full-time; Salaried; Exempt

Principal Responsibilities:

• Supervise the Assistant Director of Camp, Youth and Family Services.
• Oversee the development and implementation of our J Club After School Program.
• Oversee the development and implementation of our Summer Camp programs, staying up to date on current trends to offer a competitive array of traditional, sports, and specialty camps.
• Oversee the development and implementation of youth programs including weekend programming, weekday enrichment opportunities, and other youth and family engagement activities.
• Work with our Director for Center for Jewish Living and Learning to ensure meaningful Jewish content and experiences in youth and family programming.
• Develop, implement and manage department budgets.
• Responsible for hiring and training all necessary staff (seasonal and year round).
• Responsible for managing and reporting enrollment numbers noting key benchmarks.
• Collaborate with the Early Childhood Center to ensure continuity of experience, care, content and quality throughout programs.
• Develop and implement meaningful year-round camp connections (i.e. Camp 365 programming, reunions, vacation camps, etc.).
• Work with the marketing department to develop and implement marketing plans for all youth and camp programs.
• Serve as a member of the MJCC Management team and attend weekly Management Staff meetings.
• Other duties as assigned.
Minimum Qualifications:

1. Bachelors required, Masters preferred; 2-5 years of related work experience
2. Budget and committee experience preferred
3. Demonstrated ability to train and manage staff
4. Demonstrated ability to develop creative programming for youth and teens
5. Dynamic and innovative with strong organizational skills and outstanding interpersonal skills relating to adults and children
6. Independent judgment, initiative and advanced administrative skills required

To Apply:

Email your resume and introductory cover letter to:

Emma Gowan
egowan@jccmemphis.org

Please include “Director of Camp, Youth and Family Services” in the subject line.