



Assistant Director of Camp, Youth and Family Services

Memphis JCC
6560 Poplar Avenue
Memphis, Tennessee 38138

Supervised by:

Director of Camp, Youth, and Family Services

Position Status:

Full-Time; Salaried, Exempt

Benefits:

401k
Medical, Dental, and Vision Insurance
Paid Time Off
MJCC Membership
Discounted Programs
Professional Development Opportunities

Position Summary:

The Memphis Jewish Community Center's Camp, Youth, and Family Services department is focused on meeting the growth and developmental needs of our participants. We are a nurturing community that creates a safe and fun environment for our participants, with Jewish values at our core. Our caring staff fosters every participant's self-esteem and confidence.

Working closely with the Camp, Youth and Family Services Director, the Assistant Director will assist in the development and implementation of short and long-term program goals in keeping with the mission and operating goals of the Memphis Jewish Community Center, including but not limited to Day Camp, J Club After School Program, Family Programming, and Camp 365.

Essential Duties and Responsibilities:

Summer Camp:

- Recruit, Interview, and assist in hiring of summer camp staff
- Assist with planning, organizing, and executing pre-camp staff training
- Assist with daily/weekly staffing assignments for summer camp staff
- Supervise all specialists and make sure they have all supplies needed for the week
- Assist with maintaining budgeted expenses for supplies and vendors
- Continue communications with hired counselor and vendors as needed
- Assist in the planning and implementation of all summer camp programs, including age-specific activities, specialty camps, and field trips

- Attend and assist with preparations for all pre-camp events (open house, job fairs, etc.)

J Club After School Program:

- Recruit, interview and hire staff for J Club
- Manage, instruct and provide feedback and coaching to J Club staff
- Organize and clearly communicate day-to-day programming for J Club staff
- Develop creative and engaging programming for J Club participants
- Manage transportation logistics for students arriving to J Club, whether by drop-off or MJCC bus pick-up
- Work with the schools that we pick-up children from to ensure pick-ups run smoothly and effectively
- Ensure staff is organized and aware of any after school programs that the participants must be transported to within the MJCC

Camp 365:

- Recruit, interview and hire staff for Camp 365
- Create schedule for staffing all days of Camp 365 and keep Director informed of any changes
- Prepare and create daily sign-out sheets
- Create diverse programming schedules for each day
- Oversee daily activities and staffing

Family Programming:

- Assist director with planning and implementing old and new family programming
- Attend and assist with preparation for programs (family nights, kids' night out, etc.)
- Assist with marketing, recruiting, and staffing for family programs

(These responsibilities are not to be construed as a complete statement of all duties performed or required.)

Qualifications:

- Bachelor's Degree, preferred not required
- Demonstrated experience in youth/summer camp programming
- Knowledge, or willingness to learn, of Jewish culture and traditions
- CPR/First Aid/AED Certification, or willingness to obtain
- Strong customer service skills
- Excellent verbal, written and technological skills
- Strong communication, leadership, and organizational skills
- Ability to balance administrative tasks with direct services
- Commitment to fostering a positive and inclusive environment for all participants