



Director of Camp, Youth and Family Services

Memphis JCC
6560 Poplar Avenue
Memphis, Tennessee 38138

Supervised by:

MJCC Assistant Director/ECC Director

Position Status:

Full-time; Salaried; Exempt

Benefits:

401k
Medical, Dental, and Vision Insurance
Paid Time Off
MJCC Membership
Discounted MJCC 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.

The Director of Camp, Youth and Family Services will lead the department through 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, Camp 365, and Kid's Night Out.

Essential Duties and Responsibilities:

- Supervise the Assistant Director and Administrative Assistant of the Camp, Youth and Family Services Department and all part-time Camp and Youth Programming Staff
- Lead the planning and execution of all Camp, Youth and Family Services programming
 - Day Camp, Camp 365, J Club After School Program, After School Clubs, Family Programming, Kid's Night Out
- Collaborate with our Director for Center for Jewish Living and Learning to incorporate meaningful Jewish content and experiences in programming areas
- Develop, implement and manage departmental budgets
- Lead hiring, onboarding, training and supervision of year-round and seasonal staff
- Responsible for managing and reporting enrollment numbers noting key benchmarks

- Monitor, manage, and report enrollment numbers while tracking key benchmarks and growth metrics
- Develop and execute year-round camp and youth engagement opportunities
- Collaborate with the Marketing Department to create and execute marketing plans for all Camp, Youth and Family Services programming
- Serve as a member of the MJCC Management Team and participate in monthly Management Team meetings
- Ensure annual American Camp Association Accreditation is maintained
- Perform all other duties as assigned

Minimum Qualifications:

1. Bachelor's degree required; Masters preferred
2. 2-5 years of related work experience required
3. CPR, First Aid, and AED Certification or willingness to obtain
4. Experience managing budgets and program operations preferred
5. Demonstrated ability to train and manage staff, including seasonal and leadership staff
6. Demonstrated ability to develop creative programming for youth and teens
7. Proficiency in Microsoft Office and program management or registration software systems
8. Dynamic and innovative with strong organizational skills and outstanding interpersonal skills relating to adults and children
9. Ability to work flexible hours, including evenings, weekends, and extended hours during Day Camp season
10. Independent judgment, initiative and advanced administrative skills required