



Youth and Camp Administrative Assistant **Memphis Jewish Community Center**

Position Type: Full-Time, 40 Hours per week

Salary: \$17.00/hour

Job Description:

The Youth and Camp Administrative Assistant is a full-time position assisting with Youth and Camp programming. Reporting to the Camp Director, the Youth and Camp Administrative Assistant ensures the quality, accuracy, and excellence in all phases of the business and administrative operations within the Memphis Jewish Community Center (MJCC) youth and camp programs. They serve as a member of the camp management team and support all aspects relating to registration, communication, and the administration of summer camp, Camp 365, and J-Club.

Key Duties and Responsibilities:

A. Summer Camp Months:

1. Manage program logistics for parent meetings, camp expo, field trips, and in-house programming involving summer camp, Camp 365, and J-Club.
2. Work with the accounting department on all funds received and those payable.
3. Manage the communication and maintain relationships with MJCC Day Camp suppliers and vendors.
4. Collect and file all required camper forms as needed.
5. Assist in preparing reports, rosters, allergy information, and more through the camp database system week to week.
6. Be the central point of contact involving summer camp inquiries and registration questions.
7. Facilitate daily logistics and administrative set-up for the Central Camp Office.
8. Oversee the distribution of daily medication, logs, and health and first aid procedures.
9. Oversee logistical communication with other MJCC departments in regards to camp programming.
10. Maintain open and clear communication with the Camp Director and Assistant Camp Director.

B. School Year Youth and Camp:

1. Assist in implementation of Camp 365 and J-Club programming.
2. Assist with communication with Camp 365 and J-club participants.
3. Facilitate daily logistics and administrative set up for youth and camp program needs.
4. Maintain inventory and organization of youth and camp supplies.

C. All other duties as assigned by MJCC and Youth and Camp Leadership Staff

Qualifications and Skills:

- Required computer skills: proficiency in Microsoft office and email communication
- Customer service experience
- First Aid and CPR certification; if not up to date will become recertified in May of 2026
- Patience, empathy and understanding when working with young children
- Proven ability to effectively communicate with internal and external teams
- Sound organizational skills with the ability to set priorities, manage time, problem solve, and be detail oriented with efficient and timely follow through
- Prior childcare experience preferred, but not required
- Maintaining effective communication in a professional manner
- Ability to meet physical requirements associated with working with children (going from standing to sitting to standing again, and lifting children up to 50 pounds)
- Knowledge of Jewish Culture and traditions, Israel and the community, or a willingness to learn.

How to Apply:

We welcome all applicants. If you are interested in and well qualified for the exciting opportunity, please submit your resume in confidence via email to jkaitibi@jccmemphis.org.