



Job Description: Assistant Camp Director

Position Summary

Capital Camps & Retreat Center (CCRC) seeks a full-time Assistant Camp Director to join its camp team.

The Assistant Camp Director joins CCRC at an exciting time, as the agency celebrates its 30th anniversary and experiences a continued rise in camper and staff retention, increased year-round engagement with families, and enhanced program development for campers and staff. Together with a team of talented individuals, the Assistant Camp Director will help to implement camp's mission: to inspire campers and staff to grow as individuals and build Jewish communities through meaningful challenges and shared experiences.

This is an outstanding opportunity to leverage previous professional experience and launch the next step of one's professional career.

Our Assistant Camp Director will employ strategic thinking and develop mutually respectful relationships with campers, parents, summer staff, and colleagues that, together, enable excellence to be achieved. Central to this position's success is the desire and drive to handle a variety of responsibilities, tackle a wide array of challenges, and participate in all aspects of camp's planning, operations and implementation.

Agency Overview

CCRC provides high quality Jewish overnight summer camp and year-round retreat programming to children, families and organizations, primarily from Washington D.C., Maryland and Virginia. The main office is located in Rockville, MD and the summer office/camp is located in Waynesboro, PA.

CCRC is affiliated with the Jewish Community Center Association (JCCA), American Camp Association (ACA), The Foundation for Jewish Camp (FJC), JCamp 180 (a program of the Harold Grinspoon Foundation), Jewish Federation of Greater Washington (JFGW), and The Associated: Jewish Community Federation of Baltimore.

Responsibilities (September-June)

- Creatively conceive of and actively implement a talent recruitment plan for summer staff
- Develop meaningful trainings to prepare summer staff for their role as counselors, specialists, and leaders, drawing upon best practices in Jewish camp and in business
- Participate in regular strategy sessions with camp management team to identify and address ongoing areas of focus
- Coordinate camper recruitment events at local JCCs, synagogues, and other community venues
- Procure supplies and other materials necessary for implementation of camp programs
- Liaise with community partners and visiting summer groups – planning the schedule, logistics and details for their visits
- Maintain awareness, knowledge and understanding of current societal trends, including Jewish camping, child development, social media, and customer service



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Responsibilities (June-August)

Camp life moves very quickly. The Assistant Camp Director can expect to be faced with a variety of complex situations simultaneously and must prioritize based on importance and urgency.

- Supervise various members of the camp leadership team (village leaders, activity coordinators)
- Serve as the responsible on-site professional if/when the Camp Director is not present
- Develop meaningful relationships with staff members and campers
- Coordinate logistics and implementation of all-camp or village-based events
- Respond promptly to unanticipated, complex changes to planned activities and programs
- Facilitate pre-camp and ongoing staff trainings
- Strategize about how to manage multiple interests while always executing meaningful and impactful programs
- Accompany groups during field-trips and other off-camp experiences

The Assistant Camp Director will reside at camp during the summer months, including 1-2 weeks preceding staff training.

Skills/Requirements

- Significant year-round experience in Jewish overnight camping or other Jewish experiential educational settings
- Bachelor's degree
- Exceptional level of professionalism and accountability
- Superior interpersonal and team-building skills
- Outstanding reflective and creative thinking capacities
- Ability to deliver high standards of customer service, problem solving, quality control, and evaluation
- Commitment to Judaism and Jewish living/learning
- Understanding and appreciation of child development
- Excellent written and verbal communication skills
- Dedication to continued personal learning and development
- Exemplary sense of ethics, integrity and confidentiality
- Well-organized with great attention to detail
- Sense of humor and serious interest in having fun

Start Date

We are looking for someone to begin June 1, 2018. However, if the appropriate candidate has a summer commitment, a discussion regarding periodic training opportunities during the summer prior to a September 1, 2018 start date is possible.

Additional Information

This position is supervised by the Camp Director.

Compensation is competitive and commensurate with experience.

Interested candidates are encouraged to send a cover letter, resume and references to Adam Broms (adam@capitalcamps.org), Camp Director, by April 30th.