

CAMP DIRECTOR

Hashomer Hatzair Camp Shomria

Reports to: Board of Directors and Central Shaliach

Location: USA – NY – New York – Tri-State Area – Live on site for the camping life-cycle (approximately 8 weeks). Full time commitment during that time, commitment during the rest of the year to be determined.

Education Requirement: Bachelors Degree desired plus minimum three years supervisory and senior camp or residential life experience.

Supervises: Summer camp support staff and works with youth leadership to supervise camp counselors and program staff.

Salary Range: \$35,000-40,000

Start Date: May 2012

Deadline for applying: February 29th, 2012

Position Description:

Hashomer Hatzair is a youth-led organization and the Camp Director position supports and provides appropriate guidance to the youth leadership. The Camp Director, in partnership with the Board of Directors, is responsible for the overall financial management and operation of Camp Shomria. The Camp Director will provide leadership, administration and oversight of camp operations and will act as liaison between staff, campers, parents, central shaliach and Board. Additionally, the Camp Director will maintain a clean and accurate accounting system allowing the board and central shaliach to monitor the organization's finances and operations in relation to the approved budget.

Administration:

- Maintain clear and accurate operating systems, records and files
- Provide support in developing organizational and financial plans with the central shaliach and Board and carry out those plans and policies
- Maintain official records and documents and ensure compliance with federal, state and local regulations
- Inform the board and central shaliach about the condition of the camp and all important factors influencing it.
- Ensure the site, its facilities and utilities are up to all Federal, State and Local codes; Department of Health regulations; submit all necessary forms; be present for all inspections.
- Create prioritized, time lined work plans with and for custodial staff
- Responsible for the closing of camp, ensuring that camp is left in good and orderly condition at the end of the annual cycle of active use
- Review and enforcement of all health and safety measures for all activities both on and off site; safety procedures, medical files with medical staff
- Assist in the preparation of and be present for all on-site (camp) activities
- Respond to all parent inquiries in a timely manner; inform parents of disciplinary, behavioral and/or adjustment problems when appropriate
- Crisis management authority during camp season. Responsible for reporting any incidents to appropriate authorities as required by law
- Attend all Board Meetings

Strategic:

Assure the organization's long-range strategy and mission as set by Board are reflected in the operation of the camp

Provide leadership and support in developing programs with staff leadership throughout the period leading up to and including the summer

Maintain a working knowledge of significant developments and trends in the field

Establish sound working relationships and cooperative arrangements with community groups, synagogues, schools and other organizations

Represent Camp Shomria's core values to all parents

Marketing/Recruitment:

- Work closely with relevant volunteers and professionals to increase Shomria's visibility and camper registration
- Ensure the growth of the organization through marketing, recruitment and fundraising
- Represent the programs, philosophy and point of view of the organization to agencies, organizations, potential and current camp families and general public
- Attend and present at camp fairs, parlor meetings and synagogue meetings; travel throughout the catchment area
- Stay current with marketing and recruitment trends; attend marketing and recruitment workshops

Fundraising:

- Work with Fundraising Committee to establish standard operating procedures to increase Shomria's fundraising capabilities
- Work closely with Board to cultivate and nurture present and future donors.
- Travel to and report on 4-6 conferences per year including but not limited to: FJC, Grinspoon and Tri-State ACA
- Seek/Write/Administer grants
- Oversee implementation of fundraising events with the help of the Fundraising Committee
- Assist with maintaining accurate donor records, donor recognition, and all work related to matching funds, gifts, etc.

Qualifications:

- Leadership experience in: Jewish non-profits, residential camping, day camp, education, youth organizations or similar fields
- Knowledge of NY State Department of Health regulations
- Knowledge of and commitment to best practices in the field
- Experience with budget and finances, fundraising and grant writing
- Experience in marketing/recruiting
- Strong written and verbal communication skills
- Proven experience in motivating and retaining a strong, diverse staff
- Ability to multi task
- Working knowledge of Hebrew desired
- Ability to travel, work weekends and some evenings as well as live on-site in the summer months.

Please mention that you were referred by ParentJobNet.

Apply to:

Shaked Angel

Camp Shomria

114 West 26th Street

Suite 1001

New York, New York 10001

shaked@campshomria.org