



POSITION TITLE: Director of Children, Family & Camp
AGENCY: United Jewish Federation of Tidewater (UJFT)
REPORTS TO: Chief Operating Officer (COO)
CLASSIFICATION: Full Time-Exempt

Position Summary

Under the direction of the UJFT Chief Operating Officer (COO), the Children, Family & Camp Director is responsible for design, development, business development, marketing, implementation, management and evaluation of all children and young family programs and activities provided by the UJFT/Simon Family JCC including summer camp, general children's programming and private parties.

Key Areas of Responsibility

Leadership

- Assists the COO in long range planning, including business planning and strategic goal setting within the scope of Children & Young Family Programming components of the Strategic Plan
- Works effectively with other key UJFT management to improve the delivery of comprehensive and coordinated UJFT/JCC programs and services to members
- Collaborates with the Children and Family Committee & UJFT/JCC volunteers, scheduling 4-6 meetings per year
- Provides leadership to staff in conceptualizing, organizing, implementing and evaluating high quality, innovative and comprehensive programs for children (toddlers through grade 8) and young families
- Leads business development activities to meet enrollment goals
- Reviews program evaluations and assessments to ensure high quality programs meet customer satisfaction and retention goals

Management, Supervision and Administration

- Monitors and reports performance of Children and Young Family program planning to ensure annual action plans and goals are established
- Prepares yearly budget and maintain fiscal responsibility in collaboration with CFO for all expenditures and income of related programs and services
- Hires, trains and supervises all staff including summer camp staff and the Assistant Director Children, Family & Camp
- Provides management and supervisory oversight to Assistant Director and Camp Senior Staff
- Implements quality young family events and programming
- Collaborates with PJ Library program coordinator
- Ensures that all required equipment is maintained to proper standards for safety and programs satisfaction
- Follows all safety, First Aid and CPR procedures
- Maintains all supply inventories to keep programs operating at optimum level
- Ensures all standards set forth by the Virginia Department of Social Services for Summer Day Camp Programs are adhere to
- Provide a clean, safe and well maintained environment for all summer campers, members and guests
- Works collaboratively with Marketing department to ensure all necessary programmatic marketing materials and methods are completed in a timely manner

- Communicate on a daily basis with JCC members and participants
- Handle daily and promptly all issues and/or concerns
- Other duties as assigned

Qualifications

Minimum Education/Experience

- BA/BS degree from an accredited college or university
- 3-5 years of management/supervisory experience directing a summer camp and children and family programs

Required Skills, Competencies and Attributes

- Proven leadership in directing a summer day camp program
- Strong customer service focus and the ability to foster this attitude and skill in others
- Supervisory skills with the ability to train staff
- Highly detail-orientated in the ability to plan, organize and implement programs and services
- Strong knowledge of short and long-term planning, budgeting, and program development
- Ability to develop and sustain a team approach
- Ability to build strong partnerships in an environment of collaboration, both internally and externally with particular emphasis in the Jewish Community
- Expertise in creative program development, implementation and evaluation
- Strong knowledge of Jewish culture, heritage and traditions
- Ability to adapt communication and interpersonal style to Jewish, Interfaith and general audiences
- Working knowledge of the Microsoft Office Suite
- Strong understanding, appreciation and passion for the mission and values of the JCC
- Willingness to work evenings, weekends and holidays as required
- Willingness to perform other related duties as needed, required or assigned

The United Jewish Federation of Tidewater/Marilyn and Marvin Simon Family Jewish Community Center is firmly committed to a policy of equal employment opportunity for all qualified persons without regard to race, color, religion, national origin, age, gender, sexual orientation, non-disqualifying disability or veteran status.