

## **Camp Ramah in Northern California** ***Job Description***

Job Title: **Ezra Coordinator/Division Head**

Classification: **Nonexempt (Seasonal)**

Reports to: *Camp Director, Assistant Director, Special Needs Director (Tikvah Director)*

### Position Purpose:

The division head is a senior staff member with previous experience in camping and/or Jewish education who is responsible for overseeing the programming, camper care, and the staff for an entire Ezra (adult campers with special needs) age group consisting of campers with varying difference. The division head is the direct supervisor of a staff of between one and twelve counselors. A division head is a member of the senior leadership team.

### Essential Job Functions:

- A division head is responsible for overseeing all aspects of a camper unit:
  - Including: counselor supervision, unit programming, camper management, counselors' daily schedule.
  - Responsible for the adjustment and quality of life of each camper and staff member under their supervision
- Assist with facilitation of daily electives, including elective leading and assisting with assignment process in partnership with the Program Director and Tikvah Director
- Partner with Camper Care team to support all campers and ensure all needs are met
  - Includes medical needs, mental health
- Serve as a member of the senior staff team
- Ensure smooth transitions for the entire camp community
  - Including beginning and ending meals
  - Counting all campers before camp-wide programs
- Evaluate all aspects of the program including camper relationships and staff performance
- Lead team at integrating Jewish Education into all programming
- Facilitate and coordinate all division prayer services in partnership with the Education Director

### Other Job Duties:

- ◇ Be an active member of the senior leadership team (Hanhallah) at camp
  - Attend and participate in staff meetings, senior staff meetings and trainings
  - Actively participate in camp events and Jewish life at camp, leading educational sessions and tefillah as comfortable and schedule permits
  - Be a dugma and supportive presence for other members of the camp community
  - Undertake other tasks as needed (such as driving, set up, or leading a group activity) as a senior member of camp
- ◇ *For further tasks and duties, please see accompanying list of general responsibilities of programmatic staff.*

Equipment Used: Phone, Computer, writing utensils, Walkie Talkie, Judaic Materials (Siddurim, Kippah), Sports Equipment, Art Supplies, Camping Equipment, Specialty Equipment (PFDs, Boogie Boards, Bikes, Rock Climbing Ropes, Climbing Wall, Theater Equipment, Sound Board, Lights)

*Camp Staff may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some may be asked to drive camp vehicles or watercraft.*

Qualifications: (Minimum Education and Experience)

- ◆ Must be 21 years of age or College Graduate
- ◆ Must be able to obtain or become certified in First Aid/CPR.
- ◆ Must submit health history record and examination form prior to first day of work.
- ◆ Ability to interact with all age levels.
- ◆ Must be able to pass a background check as required by the state of California

Knowledge, Skills, and Abilities:

- ◆ Understand the development needs of youth.
- ◆ Staff Supervision
- ◆ Discretion with regard to confidential matters
- ◆ Experience at Jewish Camp and/or Jewish Educational Setting
- ◆ Desire and Ability to work with Children in a Camp Setting
- ◆ Demonstrated maturity, responsibility and creativity.

Physical Aspects of the Job:

Ability to work long hours, including standing and/or sitting. Ability to work independently to complete tasks including during non-traditional hours. Division Heads must live on site and may be housed in shared rooms with communal bathrooms.