

Camp Ramah in Northern California *Job Description*

Job Title: **Assistant Director**
Classification: **Full time Year Round**
Reports to: **Camp Director**

Position Purpose:

Camp Ramah in Northern California is looking to hire a full-time Assistant Director to oversee camper recruitment and year round engagement; to hire, supervise, and support staff; to engage young adult alumni; to oversee the camp's summer program; and to work closely with the Director and Camp Ramah senior staff to grow and improve the camp. The ideal candidate will have strong interpersonal, organizational, and pedagogical skills as well as significant camp experience.

Essential Job Functions:

Primary Roles and Responsibilities – Year Round

Cultivate Young Leaders & Potential Staff:

- Work in partnership with Camp Director to seek out and meet with, interview, hire, train, and support Ramah summer staff
- Develop and oversee a network of young professional Ramah alumni to plan and implement programs, provide institutional support, and strengthen the Ramah young professional leadership network

Connect with Parents & Potential Camp Families:

- Meet with potential campers and their families at information sessions, synagogue events, home visits, out in the community, and over the phone
- Oversee year round programming with community partners; plan and execute creative, engaging programs that elevate excitement for and interest in camp and Jewish life

Camper Recruitment and Relations

- Build and track relationships with potential campers in synagogues, at recruitment events, and out in the community
- Contact families for follow-up conversations and parent ambassador opportunities
- Be a liaison between camper families and other year round support staff

Project Coordination:

- Maintain organized short and long term budgets, testimonials, and metrics for recruitment and engagement work
- Work with Director of Communications to coordinate social media and other publicity around synagogue and recruitment events and other Ramah happenings in the community
- Oversee development of curriculum and other programmatic initiatives for the summer

Primary Roles and Responsibilities – Summer Responsibilities

- Assume leadership of camp in absence of Camp Director and actively work in partnership with the Camp Director throughout the summer season
- Promote a positive environment that fosters fun, safety, and our camp's values
- Have a strong and motivating presence – get out of the office, proactively get to know campers and staff, monitor and direct appropriate behavior in camp activities, and be apart of camp!
- Supervise, mentor, train, and support camp staff, including members of hanhallah

- Vision, organize, & implement overall camp program and new camp initiatives in partnership with Camp Director, Hanhallah (senior staff), and other staff
- Ensure the safety, growth, and inclusion of campers and work in tandem with Camp Director to resolve conflicts drawing on camp values, policies, and procedures
- Problem solve issues in the operation of camp activities, equipment, and/or programs as they arise
- Communicate and coordinate with parents – including both positive feedback and issues as they arise
- Actively work to continue improving your skills – be open to giving and receiving feedback
- Assist the Camp Director during the set up and break down of the camp and the planning and implementation of pre and post summer programs (including staff training week)
- Be a Jewish role model for camp – teach, mentor, deliver divrei Torah, and lead davening as fitting
- Run meetings and ongoing training workshops for counselors and other groups of staff in partnership with other senior staff
- Interface with visiting guests, scholars, artists, and rabbis
- Evaluate summer program, suggest and implement changes in partnership with year round staff team
- Perform any other reasonable duties as directed by the Camp Director for the successful operation of the camp

Qualifications:

- Experience in administrative roles in camp and other settings; excellent management skills
- Experience in the development and delivery of programs and activities for similar population
- Outstanding ability to work both independently and as part of a team
- Integrity, patience, adaptability, sense of humor, enthusiasm, and a commitment to serve Jewish youth
- Ability to train, motivate, support, share insights & ideas with, and supervise staff
- Current certification in first aid and CPR or the ability to get certification

Physical Aspects of the Position:

- Ability to communicate and work with groups participating and provide necessary instruction to campers and staff
- Ability to observe camper/staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Salary commensurate with experience. The Assistant Director will be supervised by the Director of Camp Ramah in Northern California. All applicants should submit a cover letter and resume to Rabbi Sarah Shulman, Camp Director, at jobs@ramahnorcal.org.