



**Jewish Community Center of Dallas**  
**JOB DESCRIPTION**  
**October 2023**

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**JOB TITLE:** Director of Camping Services

**REPORTS TO:** Assistant Executive Director

**OVERVIEW:** The Director of Camping Services oversees the creation, promotion, staffing, curriculum, and administrative function of all summer camp programs. Each year, the Director of Camping Services leads all efforts to develop and deliver an annual array of camp programs and opportunities that are fresh and keep pace with current trends. The Director of Camping Services is a leader expected to grow camp and to meet budgeted expectations while working with stakeholders to develop/deliver a vision for camp that is compelling, creative, and profitable. Compliance with state and national licensing is an integral part of the job. The DOCS also serves as the Camp Chai Director, our traditional Day Camp at the J. This position is classified as full time, exempt, and offers a benefits package. The Jewish Community Center is an EOE (equal opportunity employer).

**ESSENTIAL FUNCTIONS:**

- Must be passionate about camp and Jewish mission of the JCC.
- Develop an attractive array of camp opportunities based on research of the most successful models for camp programming – and on evaluating all aspects of the previous summer.
- Maintain effective communication with parents prior to and during camp season (including work w/committee, e-news/blog, special announcements, daily J Gives).
- Ability to form relationships with children & families based on mutual respect and caring.
- Monitor enrollment for camp; regularly report key benchmarks/statistics to JCC leadership; keep current with licensing; maintain required standards.
- Take charge of marketing efforts throughout the year, including working with the marketing department on materials and sales campaign; promote camp in community forums.
- Manage the hiring and training process for all camp employees (including recruitment, interviews, work schedule, maintain employee files, attendance for payroll, hiring).
- Develop and monitor camp budget; meet budgeted goals.
- Infuse Jewish values and ambiance into the JCC camp programs.
- Create strategic programs during the year that connect campers back to their summer experience and help recruit prospective campers.

**EDUCATION/EXPERIENCE/REQUIREMENTS:**

- Bachelor's Degree or higher in the fields of Education, Recreation, Social Work, or significant experience with a religious school(s) or Jewish summer camp(s).
- Certified in First Aid, CPR, & Mandated Reporting (Child Abuse).
- 3-5 years' experience in field of school age camping.
- Proficient in written and verbal communication skills.
- Ability to change work schedules as needed for the program.
- Proven Budget, administrative and supervision skills.
- Experience utilizing social media; marketing skills.

- Ability to work around young children with a variety of health issues.
- Experience with team management preferred.
- Ability to juggle many tasks and deadlines.
- Proficiency in Microsoft Office and general computer skills.
- Ability to lift upward to 50lbs.

**OTHER ATTRIBUTES/DUTIES/RESPONSIBILITIES:**

The Director of Camping Services must have an incredible passion for the joys of camp. Together we will create a camp where children learn the Jewish value of Tikkun Olam – repairing the world. A place where children recognize that joy comes with responsibility for themselves, their group, their fellow campers, the facility, and the campgrounds.

To achieve success, constant positivity, a can-do attitude and an abundance of energy tempered by the goal of creating camps that help children learn, grow, and long for more every year are invaluable. A camp progression is an essential process where children look forward to each new year as they have more and more opportunities at camp.

He/she is expected to be innovative, imaginative and a positive role model as well as to maintain a positive attitude and image toward all activities and initiatives of the JCC. He/she must strive to provide the best program available for our campers and members. His/her customer service skills and interpersonal skills must impact every aspect of the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as the needs of the JCC and/or community change.

It is expected that the Director of Camping Services will be a team player as part of the JCC Professional Staff team. He/she is expected to be aware of the JCC Mission Statement and to work within the framework of that mission.

The salary range for this position is \$75,000 to \$90,000, depending on relevant experience.

**TO APPLY:**

Please submit your resume to: [amandaramsey@rischresults.com](mailto:amandaramsey@rischresults.com). No phone calls please.