

Department: School Age Services and Camp

Position Title: Assistant Director of Camp Achva

Classification: Full-Time

Position Summary:

The Pozez Jewish Community Center of Northern Virginia is seeking an emerging camp professional to serve as the Assistant Director of Camp Achva. This is a full-time, year-round position for someone that is energetic, creative, and aspires to pursue a career in camping. The ideal candidate will possess a passion for excellence, hold a strong work ethic, and can serve as a strong, positive role model for children and staff.

Qualifications:

- Have had 3+ years' experience working with children in a comparable capacity
- Have had 1-3+ years' experience supervising staff
- Possess strong customer service and supervisory skills
- Hold a Bachelor's Degree
- Have a valid Driver's License
- Successfully pass a background check with fingerprinting
- Knowledge of Jewish community a plus
- The ideal candidate will be able to:
 - Communicate, establish, and maintain cooperative and effective working relationships with children, young adults, families, and staff.
 - Act as an assistant to the Camp Director in all daily functions.
 - Work in a fast-paced work setting both independently and as part of a team.
 - Effectively develop program curricula for youth and teens.
 - Make responsible decisions and respond calmly in stressful situations.
 - Proficiency in Microsoft Office and administrative experience.

Essential Position Duties:

Responsibilities include, but are not limited to:

Staff Management

- Assist in recruiting, interviewing, and coordinating staff, including managing employment procedures, and daily supervision.
- Assist in leading in the creation and implementation of staff training, manuals, and orientations for Camp Achva.

Camp Achva

- Assist in researching and developing best practices for camp to implement throughout each summer, including current theories in child development, relevant Jewish themes and values, and soft skills.
- Assist in maintaining, and becoming proficient in camp's database (CampSite).
- Assist in managing and staying up-to-date with camp social media accounts (Facebook, Instagram).
- Assist in promoting Camp Achva's mission and vision through marketing opportunities and community outreach, including camp fairs and site visits.
- Attending and participating in camp professional development opportunities, including seminars and conferences through the year.

VDP's & BASE

- Assist in overall operations of the Before and After School Enrichment (BASE) program and Vacation Day Program's (VDP's) throughout the school year.

Hours:

40 hours per week

Compensation and Benefits:

Salary commensurate with experience.

Benefits include: Medical, Dental, Vision, Vacation Leave, Sick Leave, Retirement Plan, Facility Membership, Select Federal and Jewish holidays.

Point of Contact:

Please send cover letter and resume to Anat.Litwok@theJ.org.

The Pozez JCC is an equal opportunity employer. The Pozez JCC is committed to having a workforce that reflects diversity at all levels of the organization. We recognize the importance of not viewing individuals based on a single identity, and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees. We encourage all applicants regardless of gender, race, religion, age, sexual orientation, disability or other social identity.

About:

The Pozez Jewish Community Center of Northern Virginia (Pozez JCC, the J) is a warm and welcoming, nonprofit, social service organization dedicated to offering quality programs, activities, and services that emphasize Jewish culture, identity, and values to people of all ages and backgrounds. Programming includes cultural, educational, wellness and Israel celebrations, which take place on the main campus located in the heart of Fairfax County, as well as span five Northern Virginia counties.