

Assistant Camp Director

The Bender JCC is a premier community center at the heart of Jewish life in Montgomery County, Maryland operating a full scale health and fitness center, pre-school, day camp and variety of education and arts programs.

We seek a high-energy, enthusiastic individual to help lead the Bender JCC Summer Camp. Reporting to the Camp Director, this is key member of the Camp JCC team. The position oversees staff recruitment and hiring, trains and develops, and trains and supervises the Camp Leadership Team. The environment is fast-paced during camp season and involves primarily working outdoors.

Essential Functions of the Position:

- Oversee the recruitment and hiring process for camp staff, including but not limited to sourcing of candidates, attending recruiting events, interviewing of candidates, screening of candidates, and selection of new hires.
- Responsible for the new hire paperwork and the maintenance of personnel files.
- Select, train and supervise the members of the Camp Leadership Team.
- Lead staff meetings and staff orientation for the 250 plus Camp staff.
- Work in collaboration with transportation company regarding all camp transportation needs.
- Collaborate with the Program Director to plan and implement quality camp programming.
- Collaboration with Camp staff to create fun events for the campers.

Qualified candidates will possess excellent verbal, written and interpersonal communication skills as it applies to staff, parents and campers; have the ability to deal with the various situations that may arise in working with children and their parents; the ability to set goals and to manage performance; and demonstrated ability to work effectively with children.

A Bachelor's degree is preferred, either completed or in process. Person must have current CPR and first aid certifications.

To apply: send your resume, cover letter and salary requirements to jobs@benderjccgw.org.