



## J. Academy Assistant Camp Director

The J. Academy Assistant Director is part of the camp leadership team and a member of the Schwartz/Reisman Centre (SRC) professional staff. S/He acts as a partner to the Camp Director in bringing their vision of camp to life. This position works within the framework of the total agency program and objectives to which J. Academy is related. The Assistant Camp Director will implement and execute instruction, programming and supervision for the campers and staff under their direct supervision. This camp program serves campers from Jewish Russian-speaking families.

### **SCHEDULE:**

July 4<sup>th</sup> – August 10<sup>th</sup>: Monday to Friday 9 a.m.-5 p.m. (possible later hours if needed)  
August 11<sup>th</sup> – August 13<sup>th</sup>: Camp Training  
August 16<sup>th</sup> – August 19<sup>th</sup>: Camp Training  
August 20<sup>th</sup> – September 1<sup>st</sup>: Attend J. Academy Camp at the Camp Northland site

### **KEY RESPONSIBILITIES INCLUDE:**

- Oversee the unit heads at J. Academy Camp and focus on camper care.
- Participate in camp staff training as a facilitator in Schwartz/Reisman Centre, staff training weekend (August 11-13) and pre camp (August 16-19) on the camp site.
- Review each camper's profile and help staff to plan for campers' needs
- Assist with camp adjustment issues and separation anxiety
- Provide support to staff as they deal with camper behavior including, but not limited to, aggression, homesickness, teasing, or bullying
- Be alert to issues that may arise from pre-existing family situations such as recent death, divorce, or serious illness in the family.
- Consult with staff as they deal with children with diagnosed conditions.
- Work closely with the camp Health Center staff to monitor the overlap of the physical and emotional wellbeing of campers.
- Be available to all staff regarding any issue surrounding a camper or the cabin group.
- Meet with individual campers or cabin groups throughout the summer to meet all campers and staff
- Work with appropriate staff to develop strategies for success for campers in need.
- Be available and present to campers and staff throughout the camp day.
- Assist staff in creating an environment where each camper feels emotionally supported and physically safe.
- Teach staff methods for providing opportunities for campers to achieve success.
- Teach staff appropriate methods of dealing with camper behavioral issues.
- Provide emotional support to staff and monitor staff morale.
- Contact parents to discuss campers when necessary.
- Record and communicate any interactions with both staff and campers on any issues.
- Be available to respond to crisis situations.

- Prepare for daily meeting with Director to discuss camper and staff issues.
- Be a positive, contributing member of camp's Leadership Team.

### **GENERAL:**

- Promote other SRC programs and services.
- Develop partnerships with other organizations.
- Prepare budgets and oversee cost control and meeting of budget constraints.
- Sign and approve for materials and program expenditure up to amount agreed to by SRC Business office.
- Refer all hiring decisions, employment contracts and expenditure over amount agreed to by SRC Business office to supervisor for approval.
- Attend SRC staff meetings as required.
- Volunteer at SRC events.
- Perform other assignments as required.

### **QUALIFICATIONS:**

- University degree or College diploma in related field.
- Three years related experience.
- Superior communication and English language skills –oral and written.
- *Hebrew and Russian language an asset.*
- Strong knowledge of Jewish culture, traditions, Israel and community a must.
- Ability to work a flexible schedule.
- Diplomacy and high level problem resolution skills.
- Proficiency with Microsoft Suite Applications, including Outlook, Excel, Word, and PowerPoint.
- Valid Driver's license.

### **APPLICATION PROCESS:**

The Schwartz/Reisman Centre (SRC) is dedicated to serving the community's cultural, educational, fitness, social, spiritual and recreational needs. From tots to teens, young adults to seniors, there is something for everyone! The SRC's programs and services are guided by Jewish values and are open to all, regardless of gender, race, ethnic origin, age, religious affiliation and/or disability. Accommodations during all phases of the hire process will be made wherever possible. If you are interested and qualified for this position please submit your resume via e-mail no later than **May 25<sup>th</sup>, 2017** to [\*\*dina@srcentre.ca\*\*](mailto:dina@srcentre.ca).

*We appreciate and thank you for your application, however we will only contact those candidates we wish to interview.*