



JOB DESCRIPTION ACTIVITIES DIRECTOR

QUALIFICATIONS:

1. College Graduate: At least 21 years of age.
2. Experience significant for the position, including two or more years in a leadership position.
3. Supervisory experience
4. At least three years Resident Camp Experience
5. Strong Judaic background, knowledge, and program experience.

RESPONSIBLE TO:

1. Director
2. Assistant Director

SPECIFIC RESPONSIBILITIES

1. Supervise specialists and specialty areas.
2. Ensure that each specialist has written lesson plans and has requisitioned proper supplies (within reason) to carry out lesson plans.
3. Ensure that specialists get proper coverage in advance for days off, overnights, and if they become ill.
4. Act as a liaison between specialists/specialty areas and camp administration in terms of needs, etc.
5. Hold a daily meeting with all specialists. Go over any updates, as necessary.
6. Collect inventory from each specialty area at the beginning of each session and at the end of the summer.
7. Evaluate Specialists both in writing and verbally. Also evaluate the program, staff, procedures, and related areas of camp. This should contain suggestions and recommendations for the future. Written evaluations are done at the end of each session.
8. To act as a program facilitator and to serve as a resource for program ideas and share skills throughout the camp.
9. Work with the Camp Administration to develop a Staff Orientation Program and assist with the training of the Camp Staff during Orientation.
10. Attend and participate in administration meetings as scheduled. Discuss and advocate for the specialists and specialty areas.

11. Abide by and enforce all camp policies. Be jointly responsible for the health and safety of the camp and all that are present.
12. Walk Shmira Godolah (Super O.D.) -- supervise cabins at night, as assigned.