



## **Job Description Activities Director**

### **Overview:**

Camp Daisy and Harry Stein, owned and operated by Congregation Beth Israel in Scottsdale, is a unique and exciting place. A Jewish overnight summer camp nestled in the majestic Bradshaw Forest of Prescott, Arizona, it is a place where campers discover more about themselves, their abilities, & their Judaism. A summer of fun, a lifetime of memories!

We are seeking an enthusiastic individual to oversee all our specialty areas and specialists. They will ensure quality and age appropriate activities for all areas of camp.

### **Skill Set:**

- ✓ *Outstanding communication and interpersonal skills*
- ✓ *Competent and energetic, demonstrating a love of working with young people*
- ✓ *Displays a high level of personal and professional responsibility*
- ✓ *A caring, responsible and supportive individual*
- ✓ *Self-Starter and team player*

### **Responsible to:**

- Camp Director
- Assistant Camp Director

### **Position Responsibilities:**

- *Supervise specialists and specialty areas.*
- *Ensure that each specialist has written lesson plans and has requisitioned proper supplies (within reason) to carry out lesson plans.*
- *Ensure that specialists get proper coverage in advance for days off, overnights, and if they become ill.*
- *Act as a liaison between specialists/specialty areas and camp administration in terms of needs, etc.*
- *Hold a daily meeting with all specialists. Go over any updates, as necessary.*
- *Collect inventory from each specialty area at the beginning of each session and at the end of the summer.*
- *Oversee the sign-ups and manage Haggigah and Chuggim (camper choice activities). Make sure counseling staff are all assigned and show up to their designated areas.*



- *Make sure that all campers are assigned to an activity and accounted for at their activity.*
- *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.*
- *To act as a program facilitator and to serve as a resource for program ideas and share skills throughout the camp.*
- *Work with the Camp Administration to develop a Staff Orientation Program and assist with the training of the Camp Staff during Orientation.*
- *Attend and participate in administration meetings as scheduled. Discuss and advocate for the specialists and specialty areas.*
- *Abide by and enforce all camp policies. Be jointly responsible for the health and safety of the camp and all that are present.*
- *Walk Shmira Godolah (Super O.D.) -- supervise cabins at night, as assigned.*

**Position Requirements:**

- At least 21 years of age
- At least 3 years resident camping experience or equivalent
- Supervisory experience
- Strong Judaic background, knowledge and program experience
- Programming experience for age group that is assigned
- The ability to handle stressful situations.
- Ability to have open communication with director supervisors about issues that may arise with campers and/or sports program.

**Application Instructions:**

To apply, please complete the online application at [campstein.org](http://campstein.org).