



## **Job Description Program 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 and run our all camp programming and events. This includes planning and implementation of all all-camp programming and special programming throughout the session. This may include but is not limited to: Shabbatigahs, Haggigah & Chuggim, Last day of camp programming, etc.

### **Skill Set:**

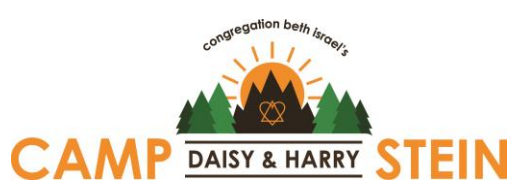
- ✓ *Outstanding communication and interpersonal skills*
- ✓ *Competent and energetic, demonstrating a love of working with young people*
- ✓ *Displays a high level of personal and professional responsibility*
- ✓ *A caring, responsible and supportive individual*
- ✓ *Self-Starter and team player*

### **Responsible to:**

- Camp Director
- Assistant Camp Director

### **Position Responsibilities:**

- *Work with other members of the camp administration to create and implement a complete camp program for all cabins and units.*
- *Assist Unit Heads, Counselors, and Specialists with all facets of the camp program - living conditions, camp activities, unit programming, etc., and assist with any special needs or solve any problems. Oversee daily schedule.*
- *Work closely with the Camp Director, Assistant Director, and Unit Heads in developing exciting and strong Day, Evening and specialty programs. Create or oversee the creation of a staff recreation program.*
- *Oversee the sign-ups and manage Saturday Shabbatigahs (specialty Saturday programming). Make sure counseling staff are all assigned, and show up to their designated areas.*
- *Oversee the sign-ups and manage camper choice activities (Haggigah & Chuggim).*



*Make sure all counseling staff are assigned and show up at their designated areas. Ensure all campers are assigned and are accounted for.*

- *Oversee and manage the last day of camp events. Create sign-ups for booths, order bounce house materials, and requisition all supplies necessary.*
- *Act as a program facilitator and to serve as a resource for program ideas and share skills through-out the camp.*
- *Manage and organize the programming supply closet. Inventory supplies at the beginning and end of the summer. Help unit heads, staff, and other administration members to gather supplies for programming.*
- *Attend and participate in all scheduled administration meetings. Discuss upcoming programs, and be prepared to go over them in detail with Administration and staff at least 24hours beforehand.*
- *Abide by and enforce all camp policies, responsible for health and safety of the camp.*
- *Walk shmira (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
- 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).