



Beber + Perlman Camps

Assistant Director: Camper & Staff Life (Beber)

Camp Administration | Skokie, Illinois | Mukwonago, Wisconsin

OVERVIEW

Reporting to the Camp Director, the Assistant Director: Camper & Staff Life is the lead professional responsible for our Teen Leadership, Judaics, and staff development initiatives. Their passion for youth engagement is rooted in the belief that everyone should have the opportunity to learn and grow. Our system of values provides the structure for this engagement, following our motto “All Summer, All Year, All Life.”

ABOUT US

Formally, we’re a residential summer camp. Informally, we’re a passionate, driven group of people working together to make a real impact.

Beber Camp exists to provide children with a safe, fun, and meaningful summer camp experience in a Jewish environment. We offer a close-knit and family-oriented atmosphere, which provides opportunities for each camper’s growth and development. Our traditional camp program, coupled with exceptional childcare, outstanding programming, and inclusive Jewish community provide the ultimate camp experience.

Our mission statement is more than a fancy sentence or a vague promise. It is the driving force behind everything that we do. Our mission ensures that we stay committed to building a community that is meaningful during the summer and extends year round.

Beber Camp maintains a healthy and safe environment where campers are encouraged to build a sense of respect for themselves and others, enhance their decision-making skills, increase their knowledge of Jewish history, traditions and culture, discover new interests, and develop their skills.

Are you someone who wants to make an impact? Do you want to work with inspired and like-minded professionals? Us too! We take our work very seriously, but we have fun doing it. And we’re searching for passionate, talented people to join the Beber Camp team.

YEAR-ROUND RESPONSIBILITIES

- Overall responsibility for camper and staff experience during the summer and engagement during the year
- Responsible for camper recruitment and application process for our Teen Leadership Campers
- Supervise, hire and train Teen Leadership staff during the year and supervise the team during the summer
- Manage Teen Leadership curriculum, training and evaluation of our Teen Leadership

Program, including the Israel trip

- Supervise and manage the year-round Judaics Director and Program
- Administration and coordination of year-round programs, including camper weekends and community reunions
- Co-own camper recruitment and marketing with Director
- Responsible for (in coordination with camp director) the planning and implementation of staff training
- Responsible for the implementation, support, and evaluation of camp policies
- Travel for camper/staff recruitment, year round events, and professional conferences

SUMMER-SPECIFIC RESPONSIBILITIES

- Supervise, train, and evaluate Teen Leadership Director and Judaics Director
- Manage Teen Leadership Program, including Israel Trip logistics
- Plan and run staff training, staff in-services, and weekly staff meetings
- Coordinate promotional items for staff, campers, summer tours
- Work in tandem with Director of Programming and Director of Operations to ensure a smooth, successful summer.

WHAT WE'RE LOOKING FOR

- Team player, ability to work independently as well as part of a team, creative, proactive, persistent, enthusiastic and fun to be around.
- Strong skills in presentation, leadership, and motivation with an ability to speak to both parents and children.
- Proficiency and experience utilizing various forms of social media to communicate and connect with program participants.
- Demonstrated proficiency in Microsoft Office and databases with the ability to learn other technology as required.
- Demonstrated knowledge of Judaica with a familiarity and comfort level in working with a pluralistic Jewish community.
- Budget and business management experience preferred.

POSITION REQUIREMENTS

- Bachelor's Degree in Education, Recreation, Jewish Studies, Psychology, Social Work, Business; Masters Degree in Education, Social Work or Non-Profit Management preferred.
- 3+ years previous year round supervisory and program management experience in a camping environment (overnight camping preferred).
- Must reside in Chicago, IL area from September-May and on-site at camp in Mukwonago, WI from June-August.

PHYSICAL REQUIREMENTS

- Ability to stoop, kneel, bend, reach, stand, walk, push, pull, lift, work with fingers, grasp, feel, talk, hear, and perform repetitive motions.
- Ability to perform light work exerting up to 40 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Heavy visual acuity required performing such activities as preparing and analyzing data and figures, using computer terminal and reading.

WORK CONDITIONS

Activities occur both inside and outside and employee is subject to both environmental conditions; however, employee is not substantially exposed to adverse environmental conditions.

BENEFITS AND PERKS OF WORKING AT BEBER

- PTO + Paid Holidays
- Casual Dress – it's summer camp!
- Flexible Work Schedule
- Great Health Coverage
 - Medical – BlueCross BlueShield
 - Dental
 - Vision
 - Life/AD&D/Short-Term & Long Term Disability
- Flexible Spending (Dependent & Healthcare)
- 401(K) with Company Matching
- Student Loan Refinancing Program
- Beber Camp tuition reimbursement available
- Collaborative work environment
- Summers outside at our fantastic campsites
- Continuous Training, Certifications, and Learning Opportunities

This job description is not intended to be all-inclusive. The employee will also perform other reasonable related business duties as assigned by the Camp Director, who reserves the right to revise or change the aforementioned job duties and responsibilities as necessary.

This position is a full time, salaried, permanent position eligible for Beber Camp's outstanding and competitive benefits package.

Beber Camp is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, age, disability, sexual orientation, military status, or national origin or any other characteristic protected under federal, state, or applicable local law.

REVIEW

Compensation Review/Approval

Date

Manager's Signature

Date

Reviewed with Employee

Date

Assistant Director: Camper and Staff Life (Beber)
Last Revised: March, 2018
Revised by: BA, JB