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## ***The Levite Jewish Community Center: Camp Counselor – Part Time***

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### **LJCC Identity Statement**

Through the lens of Jewish identity and values, the Levite Jewish Community Center provides a welcoming, family-oriented gathering place for a diverse membership to engage in a meaningful experience of the mind, body and soul.

### **LJCC Vision Statement**

The Levite Jewish Community Center will be recognized as a model for member-centered, high quality Jewish programming, education and recreation. We will be known for superior facilities and visionary leadership through financial sustainability and community outreach.

### **LJCC Core Values**

We cultivate memorable life experiences and meaningful relationships  
We pursue collaboration within the Jewish and broader communities  
We empower individuals to learn and understand Jewish values  
We provide a welcoming and open environment  
We embrace and celebrate diversity  
We encourage wellness of the mind, body and soul  
We connect our community to the people of the State of Israel

### **General Position Summary:**

The LJCC is on the lookout for talented Camp Staff who are looking to develop career-building skills such as leadership, communication, problem solving and relationship management abilities. If you are looking for a way to create exciting experiences and heart-warming memories that last a lifetime, gain valuable career-building skills and be able to spend your time with new faces, the LJCC is the place for you!

### **Job Summary:**

The Counselor will follow the schedule provided, plan activities when necessary for the campers, and assist the camper in enforcing the CDC guidelines. This counselor is also responsible for camper's safety and well-being at all times. They must stay with their immediate group at all times during work hours. Work is supervised on a limited basis as necessary and reports to the Camp Director. Work schedule varies from 7:00 am to 3:30 pm and or 9:00 am to 5:30 pm based on assigned schedule.

### **Dates:**

This job coincides with multiple surrounding school districts in our area on their days of no attendance. There are flexible amounts of dates available. Which include but not limited to most holiday breaks and days that the child does not attend school.

### **Essential Functions:**

- Move around with children at their pace and be actively involved with children rather than just watching them.
- Supervise children, keeping them in sight and sound at all times.
- Know the difference between appropriate and inappropriate behavior. Prevent, circumvent, and deal with problem behaviors appropriately and effectively.
- Maintain a sense of calm and perspective with physical and mental alertness during stressful times.
- Perform frequent head counts of children, particularly when en route from one activity to the next.
- Keep Camp Director informed and included on all youth related matters.

- Assists in arrival and dismissal of children.
- Assists children in all ways possible ensuring good hygiene, health, safety practices especially in the event of an emergency.
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility.
- Must be organized and have ability to multitask.
- Ability to participate in all activities adhering to policies and procedures to ensure the safety of children and staff.
- Resolves conflicts fairly and effectively according to agency's policies.
- Assists all campers to integrate effectively.
- Maintain positive relationships at all times with campers, families, guests, co-workers, and Camp Director.
- Display creativity and innovation in performing job duties.
- Must bring appropriate attire for outdoor activities for when children are participating in sports and/or trail hikes.
- Must attend any and all training that is required before being able to work a shift.
- Must work the days and hours to perform all assigned responsibilities and tasks, and be punctual and timely in meeting all performance requirements, including but not limited to, attendance standards and work deadlines.
- Perform additional duties as agreed upon by supervisor and in accordance with the program needs.
- Embrace all Core Values and all inherent missions, goals, directives and tasks of the LJCC.
- CPR/AED Certification – We can train.

**Position Requirements:**

- 19 years or older is for required positions of Senior Counselors, Specialists and Head Counselor
- At least one year of college experience or previous youth, classroom, educational, or camp experience
- Must abide to a background check along with DHR fingerprinting process
- Ability to speak fluent English, understand it as well as read and write
- Follow all CDC guidelines and ensure campers safety

**Special Requirements and Physical Demands:**

- Tasks involve the ability to exert moderate physical effort, which may involve some lifting, carrying, pushing and/or pulling objects and materials of moderate weight, bending, stooping, stretching, squatting, reaching above head, sitting and hiking.
- Must have visual and auditory ability to keep track of multiple children and to identify and respond to environment and other hazards related to activities.
- Clearly and effectively communicate in a manner that children understand.
- Frequent exposure to outside elements, such as sun exposure, heat, humidity, cold and rain.

**Position Relationships:**

- Position required occasional internal interaction with employees, parents, supervisors, officers, board members, other agency personnel and community members.
- Responsible for maintaining positive courteous and professional relationships with families and children enrolled in the program, all LJCC staff, and other related agencies and the greater community.
- This is a community center and must be treated that way with a respectful mind set of others and shared spaces happening in and around the LJCC at all times.

**Interpersonal Contacts**

Contacts are made with others both inside and outside of the LJCC. Fulfill the needs of our members and guests by providing services on-site through the use of both phone and face-to-face interactions. Must be able to handle confidential/sensitive information of our members and guests with the utmost discretion.

**Non-Discrimination Statement:**

The Levite Jewish Community Center does not discriminate against employees or clients on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State Law. A nondiscrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedure Manual. The LJCC will make reasonable accommodations in the compliance with the Americans and Disabilities Act of 1990. This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**Reports to:** Camp Director

**Hourly Rate:** TBD

**Benefits:** N/A

The Levite Jewish Community Center is an Equal Opportunity Employer