

Youth and Camp Director

About the Levite Jewish Community Center

Through the lens of Jewish identity and values, the family-oriented LJCC impacts thousands of Birmingham residents daily as we welcome people of all faiths, ages, genders, sexual identities, and socioeconomic backgrounds. We take pride in being an active partner of both the Birmingham Jewish and broader Birmingham communities, and we strive to enhance our community every day.

Our campus includes a large fitness center, a five-mile hiking and biking trail, large indoor and outdoor pools and a baby pool, and the highly regarded Cohn Early Childhood Learning Center. We also offer dozens of group fitness classes, personal training, summer and year-round camps, and a wide range of other activities and programs.

Position summary

The Youth and Camp Director oversees the creation, promotion, staffing, curriculum, and administrative functions of all camp/school days out/children's activities. The position has oversight and supervision responsibilities of staff and programs. The director leads all efforts to develop and deliver an annual array of camp and youth programs and opportunities that are fresh, current, and keep pace with current trends. The Youth and Camp Director reports to the Senior Director of Early Childhood and Youth Programs.

Essential functions

- Assist the Senior Director of Early Childhood and Youth Programs in developing a strategic road map for youth programs.
- Establish goals, benchmarks, and evaluation for all camp and youth programs.
- Actively engage and energize direct reports, colleagues, camp staff, families, lay leaders, and other stakeholders.
- Ensure effective systems to track progress and regularly evaluate program components to measure successes that can be effectively communicated to all stakeholder groups.
- Develop and implement a year-round marketing strategy to ensure successful recruitment and retention of campers and year-round participants. Works closely with senior leadership and the marketing department to develop initiatives to support recruitment and retention strategies and goals.
- Actively engage the greater Birmingham community to meet with potential campers, parents, and partners.
- Create year-round camp programs to attract new campers and keep current families engaged and connected.
- Build an alumni camp program.
- Ensure development and implementation of innovative and meaningful programming for all J-Care/camp/youth/teen programs.
- Implement programming for children, families, and staff which will encourage engagement in year-round experiences.
- Develop and oversee all systems and procedures of registration and camp administration.
- Ensure consistency in policies and procedures across all camps and programs.

- Facilitates interviewing, hiring, and staffing of youth programs
- Supervises all camp and youth staff
- Works with vendors and contract staff to provide relevant, high quality programs
- Facilitates staff onboarding and recognition
- Plans and implements year-round staff training
- Ensures the smooth, day to day operation of camp and youth programs
- Working with the finance department and senior director to plan and track all program budgets, monthly statements, and forecasts.
- Manage accounts receivable and works within department budget

Requirements

- Bachelor's degree required
- Five years of experience in youth and/or camp programs: minimum of three years supervisory experience
- Excellent organizational skills
- Ability to show initiative and work independently
- Demonstrates situational awareness
- Shows compassion and good crisis management skills
- Employs rational critical thinking and is able and willing to work with others
- Demonstrates competent, professional communication skills, both written and verbal

Job scope

Job conditions

The work environment is usually fast paced. This job requires high energy and positive interactions with staff as well as with members, other agency staff, community leaders, and outside partners, vendors, others. While performing the duties of this job, the employee is regularly required to use a computer, talk and hear, reach with hands and arms, and stoop, kneel and crouch. During the summer, this position requires spending time outside and at the pool, and the ability to run to opposite ends of the LJCC campus to address crisis situations. ***The employee must have the physical strength and ability to lift, carry and/or move children or other objects up to 50 pounds.***

Salary: TBA

Benefits