



Job Description

Title: Division Leader
Reports to: Assistant Camp Director of Maccabi Sports Camp
Department: Maccabi Sports Camp
Status: Seasonal

About the OFJCC:

The Oshman Family Jewish Community Center (OFJCC) on the Taube Koret Campus for Jewish Life is one of the most exciting and innovative non-profit organizations in Silicon Valley. Collaborating with tech companies, national organizations and local non-profits, the OFJCC is reinventing what it means to enrich lives, build community and inspire Jewish journeys. Our vision is to be the architects of the Jewish future, and we are executing our mission by creating meaningful, inclusive and joyful experiences for everyone in the South Peninsula (and beyond) through educational, social, cultural, spiritual, fitness, and other wellness programs. Our diverse and passionate staff works hand-in-hand with hundreds of committed volunteers to make our modern 8.5-acre campus a truly special place for the 25,000+ visitors every week. For more information, visit www.paloaltojcc.org or call 650.223.8600.

About Maccabi Sports Camp

Maccabi Sports Camp is an overnight specialty camp with programs in soccer, basketball, baseball, tennis, and volleyball, for children entering grades 3-11. Our sessions combine high-level specialized sports instruction with the fun, friendship, and community of a traditional overnight camp.

Our camp is both an intensive sports and Jewish experience and is open to campers of all backgrounds and faiths. We are seeking quality coaches who believe in and support the camp's core values. To learn more about the camp's values, visit the "About Camp" section of our website.

Maccabi Sports Camp is located on the beautiful campus of Menlo College, a private undergraduate school in Atherton, CA, approximately 30 miles south of San Francisco. For more information, visit our website at: www.maccabisportscamp.org.

Overview of the Role:

Division Leaders are responsible for the wellbeing of all campers in a particular age group/groups (division) and act as the supervisor of camp residential life for that group of campers and staff members. Division Leaders work closely with the Director and Assistant Director to ensure positive resolution for any and all camper or counselor issues that may arise.

This position requires a person with a variety of skills and the ability to transition from one situation to another quickly and intuitively while showing compassion and empathy for campers and counselors. Division Leaders are involved in all elements of camp programming but their primary focus is on camper care – making sure that all campers are happy, healthy, forming social connections, and improving in their Core Sport. While this position does not have direct programmatic oversight or responsibilities, they will be involved in all elements of daily camp life.

It is essential that Division Leaders be compassionate and patient, and should have extensive experience working with children. Experience at a Jewish residential camp is strongly preferred. Working at an overnight camp is demanding and unpredictable, and all staff should have a high level of flexibility, a strong work ethic, and a desire to live in an immersive community.

This is a seasonal, temporary position that requires a commitment to the full summer schedule. Food, lodging, camp gear, comprehensive staff training, and days off are included as part of the compensation package.

Essential Duties & Responsibilities:

Responsibilities include, but are not limited to the following:

- Serve as the leader of a Division of campers and staff, supporting counselors with camper care issues, including but not limited to: behavior management, interpersonal disputes, homesickness, and hygiene
- Work closely with Camp Director and Assistant Director as well as camp counselors, to understand and resolve all camper issues
- Provide direct supervision of counselors by being present in the dorms during bedtime, rest hour, shower time, and other "downtimes"
- Live in the dormitory with campers and counselors, eating meals in the dining hall with camp community
- Manage camper laundry service, cabin clean-up, and ensure that campers maintain the necessary level of cleanliness and hygiene
- Serve as a positive role model and mentor to campers and counselors, adhering to camp values
- Supervise counselors in a particular Division and provide them with feedback and support as necessary
- Represent the OFJCC in a professional manner and provide excellent customer service
- Perform other related duties as assigned by management

Qualifications & Skills:

- Substantial experience working with children ages 8-15 years of age
- Caring, empathetic, patient, hard-working, diligent, intuitive
- Prior experience at overnight camp is essential, preferably as a counselor, unit head, or other position working directly with campers and counselors
- Strong communication skills and comfortable communicating about children’s needs and/or issues
- Ability to work as both part of a team and independently, manage projects and team members
- Must be at least 21 years old and/or college graduate or have commensurate professional experience
- Interest in working hard, serving as a role model, and positively impacting the lives of campers
- Preferred experience in education, social work, child development, psychology or related field
- Pediatric First Aid and CPR Certified (training will be provided during camp)
- Strong interpersonal, communication and presentation skills. Ability to communicate information clearly (written and oral).

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to:

- Requires long periods of standing or sitting
- Grasping and gripping movements
- Ability to lift 50 lbs. Some lifting may require additional assistance from another staff person. Employee is expected to use discretionary judgment and ask for assistance from another employee if an item is perceived to be too heavy to lift without assistance
- Work in the vicinity of children
- Remain stationary
- Ability to observe child behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures
- Visual and/or auditory ability to respond to critical incidents and the physical ability to act swiftly in an emergency situation (fire, evacuation, illness or injury)
- Communicate across a variety of mediums
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the work environment can be noisy and you may be working in close proximity with others. This role routinely uses standard office equipment such as phones, computers and printers. You will have access to restroom, copy room and break room facilities.
- While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to wet and/or humid conditions.
- Continuous exposure to moderate to loud noise

OFJCC is an Equal Employment Opportunity Employer-Minority/Female/Veteran/Disability

Disclaimer: *This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and, when possible, to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the OFJCC and its employees.*

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Name

Employee Signature

Date

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