



Job Description

Title: Teen Leader Mentor & Assistant Coach/Specialist
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:

Teen Leader Mentors are responsible for the direct supervision of the Teen Leaders. In addition to caring for the physical and emotional well-being of the Teen Leaders, Teen Leader Mentors are responsible for behavior management, both as interns in a camp group, and as counselors in Gan. The Teen Leader Mentors play an integral role in camp, both as supervisors to the Teen Leaders, as additional supervisors of campers, and as assistants to camp programs whenever needed. The Teen Leader Mentors truly need to be mentoring their campers; providing feedback on skill development, role modeling good counseling skills during the day and during off-hours, and consistently being there for the Teen Leaders for whatever their needs are.

Teen Leader Mentors are specifically hired to oversee the Teen Leader program, the heartbeat of Maccabi Sports Camp. First and foremost, Mentors chaperone, supervise, and guide Teen Leaders through the day-to-day elements of camp, ensuring emotional and physical well-being, and serving as a role model. Qualified candidates are enthusiastic, energetic, creative and responsible individuals who exhibit sound judgment and an understanding of the impact they will have on each camper's experience. A love of working with children (and significant experience working with them) is key to the success of this position.

Mentors also work in a specialty area of camp, meaning that in addition to working as a Mentor they will also spend part of their day helping in an area of camp such as sports, photo, video, office, health center, music and camp programming.

All Mentors are supervised by their Division Leader and/or the Assistant Director; Specialists will also receive guidance from the Head Coaches or another member of the Leadership Team. Mentors are required to live on campus and reside in the dorms alongside the campers.

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 primary caretaker for one cabin/group of campers, ensuring day-to-day safety and physical and emotional well-being of their campers
- Facilitate a camper experience by ensuring participation in programs, positive group dynamics, proper health & hygiene, development of friendships, and creation of a meaningful and memorable summer experience for each camper
- Work with other camp staff to ensure the positive resolution of all camper-related issues by communicating clearly and consistently with camp leadership staff on a daily basis
- Design and implement fun and creative evening programs to build cohesiveness as a group and further their growth as individuals.
- Plan a fun and creative off-site experience in line with the budget provided by camp.
- Serve as a positive role model, exemplifying the core values of the Maccabi Sports Camp
- Create and maintain positive relationships with other counselors and Leadership Staff
- Support Program Manager to facilitate camp-wide programming such as electives, evening activities, Maccabi Cup, Shabbat, and more
- Participate actively in all camp programs, including planning and leading programs as assigned
- Live in dormitory housing during camp and eat all meals on camp with assigned cabin and campers
- Be familiar with and support the successful execution of all camp policies and procedures, including safety and emergency plans
- Support the camp program by assisting in an area of camp such as sports, photo, video, office, health center, camp programming, music, or Jewish education.
- Represent the OFJCC in a professional manner and provide excellent customer service
- Perform other related duties as assigned by management

Qualifications & Skills:

- At least 20 years of age and/or have completed two years of college
- Significant experience working with youth in a structured environment, preferably in youth sports and/or summer camp environment
- Compassionate, enthusiastic, patient, hardworking, empathetic, intuitive
- Pediatric First Aid and CPR Certified (training will be provided during camp)
- Experience in specialty areas such as sports, photo, video, logistics, music, etc. (*See Specialist Descriptions below*)
- Strong interpersonal, communication and presentation skills. Ability to communicate information clearly (written and oral).
- Ability to work as part of a team and independently
- Interest in supporting and teaching the Jewish values of the camp
- Ability to take direction from Leadership Staff and Head Coaches
- Appropriate level of physical fitness for working in a sports camp
- Interest in working hard, serving as a role model, and positively impacting the lives of campers

Specialist Descriptions:

In addition to working directly with campers, Counselors also spend time working in programmatic areas of camp. The majority of Counselors work in sports, but there are also non-sports roles, as listed below. It is sometimes possible to combine two or more specialist roles, depending on the specific positions and time commitment.

- **Sports Specialists** are also considered **Assistant Coaches** and work with one of our Core Sports: basketball, soccer, volleyball, baseball, softball, tennis, boys lacrosse, girls lacrosse, flag football, or dance. Assistant Coaches should be knowledgeable and experienced in at least one of our Core Sports, having played at a competitive level. Coaching experience is not required as we provide training during Staff Week and Assistant Coaches will work closely with Head Coaches to implement the sports program. (*The majority of our Counselors serve as Assistant Coaches since we are a sports-focused camp.*)
- **Digital Media Specialists** are responsible for documenting our summer by posting photos & videos for parents on our social media sites, writing blog, and working with our videographer and photographer on uploading videos and images to our parent portal and internal database.
- **Logistics and Programming Specialists** work with our Program Director to manage many of the behind-the-scenes elements of camp and help run a variety of different programs and activities.
- **Lifeguards** must be certified by the American Red Cross or equivalent organization in their home country. They will guard at the pool 1-2 hours a day during swimming periods.

- **Song Leading** or Music specialists should play guitar, keyboard, and/or percussion and be comfortable leading song sessions, teaching new songs to campers and staff, and learning new songs. We begin and end each day with Morning and Evening Huddles where we sing one or two songs, and each week we have a few song sessions and campfires during which we sing camp songs. The Song Leading / Music Specialist will also participate in leading Shabbat.
- **Jewish Culture** Specialist will work with the Program Director and Song Leader to integrate camp’s core Jewish values throughout the daily program in a meaningful and organic way. Knowledge of Jewish traditions, values, and weekly Torah portions is necessary. The Jewish Culture Specialist will also participate in leading Shabbat.

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
- Occasional exposure to bodily fluids
- 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 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

