

**Title:** Summer Program Manager  
**Reports to:** Senior Director of JCC Maccabi Sports Camp  
**Department:** JCC 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](http://www.paloaltojcc.org) or call 650.223.8600.

**About JCC Maccabi Sports Camp**

JCC 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.

JCC 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](http://www.maccabisportscamp.org).

**Overview of the Role:**

JCC Maccabi Sports Camp seeks a Program Director who is passionate about Jewish summer camp, interested in collaborating with other staff to plan and implement camp programs ranging from daily evening programs to electives to The Maccabi Cup (camp color war).

The Program Director, a member of the summer leadership and will play a key role in the planning and implementation of all camp programs. Qualified applicants will be interested in helping to create fun, meaningful, and age-appropriate programs for our campers and staff. Experience working at a Jewish overnight camp is preferred, not required. The Program Director must be a team player, as this person will work closely with other staff members to create and implement programs. While we are a camp that specializes in sports, we aim to provide our campers with a Jewish overnight camp experience that includes evening programs, Shabbat, electives, cabin programs, campfires, and much more.

The Program Director does not have to be experienced in coaching or playing one of our core sports but should have a desire to work at a sports camp and an interest in participating in all camp programs. For additional information about JCC Maccabi Sports Camp, please visit our website at [www.maccabisportscamp.org](http://www.maccabisportscamp.org).

**Essential Duties & Responsibilities:**

*Responsibilities include, but are not limited to the following:*

- Manage all elements of daily camp programming such as evening activities, electives, opening and closing ceremonies, etc. (Note: Program Director does not supervise Core Sports)
- Collaborate with Counselors to plan and implement of evening program and other activities
- Oversee and coordinate supply needs for programs and camp events
- Coordinate special events, theme days, and/or community service projects
- Work with Athletic Director to provide support to Core Sports and Head Coaches
- Manage Electives including staffing, scheduling, camper requests and assignments
- Produce daily communication for all staff to stay informed on schedule of activities
- Create and implement late-night programming for staff
- Assist with planning and leading pre-camp staff training
- Contribute to overall positive morale of the camp community
- Support the successful execution of all camp policies and procedures, including safety and emergency plans
- Supervise program team staff
- Represent the OFJCC in a professional manner and provide excellent customer service
- Perform other related duties as assigned by management

**Qualifications & Skills:**

- Undergraduate degree or equivalent professional experience required How many years?
- Experience working at residential summer camp in a management-level position preferred
- Passion for working with youth ages 8 to 15 and young adults
- Ability to support and/or teach core Jewish values of the camp
- Enthusiasm, sense of humor, patience and strong work ethic
- Ability to work collaboratively with counselors on camp programming
- Willingness to help with logistics and other needs such as procurement, transportation, administration, etc.
- Ability to work as both part of a team and independently
- 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

**Created 03/2021**