

**TITLE: Junior Camp Program Director**  
**REPORT TO: Camp Director**

Neil Klatskin Summer Camps in Tenafly, New Jersey is looking for a Junior Camp program for 3–4-year-old campers.

**RESPONSIBILITIES:**

**PRE-CAMP**

- Attend monthly planning meetings from January-June.
- Welcome & Introduction phone calls to parents.
- Assist in grouping, staffing, and scheduling.
- Work together with the leadership team to plan, lead, and attend camp staff training.
- Attend and oversee Junior Camp Family Meet & Greet on Sunday, June 22, 2025.
- Assist in ordering supplies and equipment

**CAMP**

- Supervise, lead, and build relationships with Junior Camp Unit Heads and 40-50 counselors ranging from high school through adults.
- Monitor Activities and relationships between staff, specialists, campers, and parents.
- Communicate with families through newsletters, phone calls, or emails following a camp communication timeline.
- Monitor counselor and camper assignments for each day.
- Plan and facilitate weekly staff meetings.
- Formally evaluate Unit Heads at least twice a season, conducting other evaluations as necessary.
- Check in with Unit Heads daily.
- Supervise arrival and dismissal of campers.
- Evaluate the season and share suggestions for the following season.

Other Duties as assigned.

**REQUIREMENTS:**

- Bachelor's degree or equivalent experience working with preschool age children
- Previous camp experience
- Desire and ability to work with children and adults in a camp setting
- Ability and experience in supervising staff and campers
- Current CPR and first aid certifications

**SCHEDULE:**

- Must be available to work June 23-August 15, 8:00am- 5:00 pm as well as the following:
  - Once a month January-April 2025 and twice a month May-June 2025
  - Open House (2/9/25 & April TBD), Staff Orientation (6/8, 6/9, 6/16, 6/17), Staff meetings (once per week during camp), Interactive Nights and additional programs as needed prior to and during camp.

Salary Range \$7K-\$9K. Salary commensurate with experience.

Please send resumes to: Melissa Peters, Director, Camp & Youth Engagement, [Mpeters@jccotp.org](mailto:Mpeters@jccotp.org)

EOE

It is the policy of this institution to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, marital status, national origin, age, disability, veteran status or status within any other protected group.