



## Unit Head

### Desired Qualifications

- Ability to problem solve and be flexible as schedule changes, weather challenges and other issues arise
- Experience working with children ages 5-14 in a recreational setting
- Possess excellent communication skills, both written and oral
- Confidently communicates with staff and campers
- Capacity to work with a broad range of people.
- Education or extensive knowledge of child development and working with children
- Experience in a supervisory or management position
- Strong abilities both to collaborate with a team and work autonomously
- Demonstrates creativity in creating age-appropriate activities for children ages 5-16.
- Willingness to become knowledgeable in Positive Behavior Support techniques and strategies

**Responsible to:** *Assistant Director of Staff Engagement*

### General Responsibility

The Unit Leader is responsible for overseeing an age group of 40-70 campers. Primary responsibilities include supervising staff, maintaining positive relationships with campers, ensuring smooth daily camp operations, communication with camper's parents and support staff and assisting in the creation and facilitation of programs and activities.

### Specific Responsibilities:

- Be available for 16 hours of pre-camp planning in May and June
- Assist in leading, coordinating and participating in Staff week, June 17-21, 2024
- Assist in running and attend J&R Day Camp Open House
- Oversee the daily operations and procedures within your unit, including, but not limited to: arrival and dismissal, meal and snack time, changing to and from swim, sorting and returning lost and found, opening and closing procedures at assigned home base area
- Communicate and collaborate closely with Inclusion Unit Head to ensure social, emotional needs of campers are being met, in addressing behavior concerns and teaching and role modeling Positive Behavior Support techniques
- Provide supervision and support to all counselors in assigned unit; including but not limited to one on one check ins, written and verbal feedback, staff appreciation initiatives
- Assist Aquatics Coordinator in organizing and supporting daily instructional swim for assigned unit
- Collaborate with Program Coordinator to plan programs for your unit based on weekly themes, special events, Jewish values etc.
- Communicate with program director and program coordinator to ensure all supplies for unit programs are ordered and available
- Attend daily leadership team meetings at 8:00am
- Track and report camper attendance daily

- Conduct mid-summer and final evaluations of all unit staff
- Prepare for and actively participate in staff trainings and meetings both before camp starts and ongoing throughout the summer
- Other duties as assigned

**Compensation:**

- \$4,500-\$5,000 depending on experience

**Bonuses: In order to be eligible for any bonus you must work a minimum of 6 weeks**

- \$700 bonus if you miss 10% of days or less of contracted time to work, age 18+
- \$250 All Star bonus
- \$250 bonus if you refer a friend to work at camp
- Bonuses will be awarded in final paycheck – at the discretion of the camp director

**Perks:**

- Free JCC membership during time of employment
- 5 guest passes to bring friends and family to use the facility (includes gym, pool, outdoor park)
- Lunch and snacks provided every day
- 30 minute daily break
- Camp t-shirt/tank top provided to wear every day of the week
- Staff appreciation throughout the summer
- Surprise swag given throughout the summer
- End of summer social
- Hump Day Dunkin Donuts every Wednesday
- Shabbat bagel breakfast every Friday

**Who We Are**

J&R Day Camp is located in Monroeville, PA. Owned and operated by the Jewish Community Center of Greater Pittsburgh, J&R is a co-ed day camp with an emphasis on team building, developing positive values, independence and premiere programming and activities. Our child-centered environment focuses on creating community and enriching the lives of our campers, families and staff. We serve children ages 5-14 through meaningful experiences that focus on building connections, teaching values, fostering individual growth and having fun. The JCC Day Camp experience supports, nourishes and sustains our campers, families and staff. We are professionals who have chosen to make a difference. J&R Day Camp is open and accessible to everyone, regardless of age, race, religion, national origin, sexual orientation, gender identity, gender expression or special need by welcoming individuals of all backgrounds, embracing their uniqueness and diversity under our communal tent.

J&R Day Camp strives to create connections among campers, families and staff. We grow our campers through the lens of strong Jewish values and morals. Our facilities and experiences create an atmosphere of safety and fun for each person involved.

To apply: <https://jccpgh.campintouch.com/ui/forms/application/staff/App>

For more information, visit our website at [www.jccpghdaycamps.com](http://www.jccpghdaycamps.com)