

Camp Mountain Chai

Job Description: Division Programmer

Supervised by: Assistant Director

Qualifications:

- Strong background and experience in camping and/or related fields
- Desire and ability to work with children and young adults in a camp setting
- Prior experience in programming; preferably in a teaching or leadership role
- Ability to creatively plan and schedule programs and activities, and to maximize the skills and talents of staff members at camp
- Ability to communicate with, relate to, and serve as an example to all campers and staff
- Willingness and ability to take full responsibility for safety and security of campers
- Ability to accept guidance, constructive feedback, and support
- Minimum age requirement: Entering senior year of college or equivalent

Responsibilities:

- Working as a part of the programming team – including other Division Programmer
- Responsible for overseeing the general programming, execution, and scheduling for assigned division including Evening Programs, Overnights, Unit Programs, Shabbat Programs, Chugim
- Organizes and oversees sign-ups for Chugim (electives)
- Manages unit staff committees responsible for evening and unit programs and serves as a resource and mentor in their planning
- Liases with Unit Leader in regards to the programming for their assigned units
- Administers and schedules planning meetings for unit programming
- Assists in preparation, facilitation, and execution of all-camp programs (Chai'dol, Maccabiah, Embassy, Carnival, etc.) as determined by the Assistant Director
- Oversee preparation, execution, and facilitation of camper banquets
- Responsible for ensuring that all paperwork (write ups) and requisitions are completed in a timely fashion and that all necessary supplies are ordered/gathered for all programs
- Write program reports and conduct inventory of program closet at the end of each session/summer

General Staff Responsibilities:

- Directly responsible for the cleanliness and care of living space – includes pre and post camp inventory of cabin
- Able and willing to work with a variety of staff members in a calm, collected manner at all times
- Participate in pre-camp staff orientation and any on-going staff development programs throughout the summer
- Participate regularly and enthusiastically in all camp programs
- Attend all staff meetings and tickers as assigned
- Responsible for the health, safety, and happiness of ALL campers at ALL times
- Participate regularly and enthusiastically in all Judaic programming, including Shabbat programming
- *Shmira* (camper supervision) at night as assigned
- Adhere to goals, mission, and philosophy of Camp Mountain Chai
- Act as a role model at camp