

Camp Mountain Chai

Job Description: Head Specialist

Supervised by: Assistant Director
Director (indirectly)
Supervises: Heads of Specialty Areas
Specialists (indirectly)

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
- Be a self-starter and able to work with minimum amount of supervision
- Ability to creatively plan and schedule programs and activities, and to maximize the skills and talents of staff members at camp
- Must have leadership skills, ability to motivate, manage, and counsel
- Ability and willingness to teach and live by Jewish concepts and values in camp community
- 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 give and receive guidance, constructive feedback, and support
- Minimum age requirement: Graduated from College or equivalent

Responsibilities:

- Directly responsible for planning, preparation, and implementation of all programs relating to specialty areas
- Ensuring health and safety of campers in specialty areas
- Overseeing specialty programs including daily activity periods, chugim, special programs, etc.
- Supporting cabin, unit, and all-camp programs by providing staff and resources
- Liaising between specialty areas and overseeing program development and implementation
- Communicate with the Camp Director and Assistant Director – prepare and submit reports, forms, parent letters, articles, and evaluations as needed
- Coordinate activities of NCS specialty staff: daytime activities, unit activities, staff time off, etc.
- Serve as primary and direct supervisor for all head specialists and sole specialists. Perform regular evaluations for these staff

General Leadership Staff Responsibilities:

- Be a member of Leadership Team: Attend daily meetings, participate in formulation and implementation of camp policy, *Shmira Gedolah*, various other administrative responsibilities
- Hold regular and frequent specialty staff meetings
- Assists in facilitation and execution of all-camp programs (Chai'dol, Maccabiah, Embassy, Carnival, etc.) as determined by the Program Director
- 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
- Responsible for the health, safety, and happiness of ALL campers at ALL times
- Participate regularly and enthusiastically in all Judaic programming, including Shabbat programming
- Adhere to goals, mission, and philosophy of Camp Mountain Chai
- Act as a Jewish role model at camp: identity, community, and leadership