



## After School and Summer Camp Director

<b>LOCATION</b>	Addlestone Hebrew Academy
<b>JOB TYPE</b>	Full-time
<b>PAY</b>	Competitive salary, commensurate with experience
<b>BENEFITS</b>	Dental, health and vision insurance available, paid time off

### JOB DESCRIPTION

Addlestone Hebrew Academy offers an exciting opportunity for a full-time, year-round After School and Summer Camp Director. Although not for the current 2022-2023 school year, there is room for growth within the position with the candidate serving as athletic director and responsible for all physical education and sports activities. Reporting directly to the Head of School, and working closely with school lay leaders (Parent Association, Camp Committee and School Board), the After School and Summer Camp Director will oversee and carry out the development, implementation, supervision and evaluation of the following:

- An After School program that provides aftercare from 3:15-6:00 PM Monday through Thursday and 3:15-4:00 PM on Friday. The program includes care and engaging and enriching programs for families to choose from.
- A new Summer Camp in 2023, aiming to serve 100 students in the first year from within the school and the outer Jewish community. Campers will be aged 2-12.

### OVERALL RESPONSIBILITIES

- Plan, coordinate, oversee, implement and evaluate all aspects of After School and Camp Operations. This includes but is not limited to: recruitment of campers and students, staff recruitment, staff training and evaluation, program development, security and food service
- Oversee camp communication channels, including newsletters, social media, public relations and promotion
- Attend status meetings with school committee(s), as needed.
- Develop a budget and work directly with the budget committee to help manage finances and contracts.
- In consultation with the Head of School, develop programs and activities for both the camp and after school program that are consistent with Addlestone Hebrew Academy's values and religious requirements.

### YEAR-ROUND RESPONSIBILITIES

- Direct supervision of daily operations of both the After School program and Summer Camp, including administration, program development, student care, staff management and food service
- Hire, supervise and evaluate staff and vendors. Formulate systems to provide feedback and formal evaluation in consultation with the Head of School.
- Develop and implement camper and after school program recruitment and retention plan to support a program that meets the fiscal needs of the school.
- Manage all marketing and promotional activities, including the development of collateral material, social media management and attendance at internal and external promotional events.
- Direct supervision and oversight of the school and camp facilities during program hours.
- Manage accreditation/licensing with DSS and other required organizations.
- Work directly with the school administration and school board regarding security needs.
- Build relationships with community stakeholders (Jewish Federation / Board Members / Committee Members), parents and children.
- Work with parents and staff to gather feedback through surveys and ongoing communications.



TRADITION - LEADERSHIP - EXCELLENCE

- Operate in conjunction with the Budget Committee to ensure all activities align with set budgets and goals.
- Coordinate and provide any special needs of campers and staff in consultation with the Head of School.
- Purchase and distribute required supplies based on Budget.
- Ensure DSS compliance is adhered to across all programming, including attainment of any licenses, certifications and accreditation.

#### IN-SEASON CAMP RESPONSIBILITIES

- Lead daily staff meetings, manage sign-in, drop-off, and dismissal.
- Coordinate all aspects of daily programming and ensure activity leaders are provided with supplies and curricula.
- Maintain oversight of health center and health and well-being of campers and staff.
- Ensure all security needs are always adhered to.
- Communicate with camp families in a timely manner.
- Oversee food service and kitchen operations, including managing personnel, ordering of supplies, and compliance with kosher health and safety standards.

#### SKILLS

- Minimum of five years of camp management and/or supervisory experience in a camp and after school setting.
- Experience working with a variety of children between the ages of 2-13 years old.
- Proven experience in leadership, youth supervision, program growth, and program administration.
- Experience hiring and managing successful teams and managing vendor relationships.
- Exceptional organizational skills, with the ability to work quickly and efficiently, and handle emergency and crisis situations.
- Strong work ethic and positive attitude.
- Ability to create and maintain set budgets and balance budget goals.
- Superior interpersonal skills.
- An entrepreneurial spirit, with a drive to develop new programs and new solutions to meet community needs.
- Proficiency in Social Networks, Microsoft Office, Google Docs and graphic design tool of choice (eg. Canva).
- First Aid/CPR Certification.

#### TO APPLY

Interested and qualified candidates should submit (preferably in separate PDFs) the following materials to [info@addlestone.org](mailto:info@addlestone.org):

- A cover letter expressing interest in this particular position
- A current and comprehensive résumé
- Sample marketing materials and social media posts
- Three professional references with name, relationship, phone number, and email address of each. References will not be contacted without the candidate's permission.