



**Youth & Camp Assistant Director/BBYO City Director**  
JCC of the Lehigh Valley

**Job Description**

The Youth & Camp Assistant Director/BBYO City Director has the responsibility for the development, planning, implementation, and evaluation of our year-round programs for children, including the JLounge after-school program, Camp JCC summer camp program, BBYO teen program, enrichment classes, and family programs. The Youth & Camp Assistant Director/BBYO City Director must be a self-starter, capable of working independently and also as part of a team of professionals. The Youth & Camp Assistant Director/BBYO City Director must be capable of “switching gears” – being approachable and fun when working with children and parents, and being organized and professional when in the office.

This position is an excellent opportunity for an aspiring JCC or BBYO professional who is looking to take the next step in their career. We are looking for someone energetic and motivated, with a positive, can-do attitude. The ideal candidate is a creative problem-solver capable of working both independently and as part of a team as the situation dictates. To be successful, the Youth & Camp Assistant Director must be able to set goals and work toward them, and take an interest in their own personal and professional development. This position is supervised by the JCC’s Youth & Camp Director, and also works in close coordination with the BBYO Regional Director.

**Primary Responsibilities**

**Management**

- Provide supervision for part-time employees, instructors, and contractors as assigned.
- Assist in preparing the annual budgets for the camp and youth departments, and monitor and provide feedback on monthly financial statements.
- Create, implement and evaluate systems and processes for core department functions, such as attendance tracking, sales, and outreach.
- Building and maintaining relationships with key volunteers, partners, parents and stakeholders in the community, especially as it relates to BBYO.
- Recruiting new members to join BBYO and to attend summer programs.

**Programming**

- Lead the JCC’s after-school program, called JLounge (40% of time during the school year). This includes:
  - Recruiting new students.
  - Building relationships with parents, schools, and community leaders.
  - Planning and executing enrichment classes for school-age children.
  - Recruiting, hiring, and supervising program staff.
- Lead the JCC’s year-round Vacation Camp program, which operates on days when area schools are closed (10% of time during the school year). This includes staffing, scheduling of activities, registration, supplies and snacks and anything else pertinent to a successful program
- Assist with the revitalization and coordination of the BBYO teen program (40% of time during the school year). This includes:
  - Working directly with teens (grades 8 to 12) to create impactful, fun and dynamic programs and attract and retain members to build and grow chapters and recruiting new members to join BBYO and to attend summer programs.



- Guiding teams and establishing an annual calendar for each chapter that drives engagement and recruitment through meaningful programming.
- Building and maintaining relationships with key volunteers, partners, parents and stakeholders in the community.
- Providing administrative support for family and teen outreach and communication.
- Working alongside the teen leaders, adult volunteer advisors and regional BBYO staff to bring new, innovative and fun ideas to the community.
- Assisting with mass communication tools including but not limited to newsletters, social media and phone follow-ups.
- Attending BBYO and JCC regional and national conventions and major events, as well as local JCC and BBYO community events.
- Serve as the Assistant Director of the JCC's youth summer camp program, called Camp JCC (100% of time during the summer, 10% of time during the school year). This includes:
  - Helping to grow total camper enrollment through enhanced marketing, outreach, relationship-building, programming, recruitment, and sales.
  - Supervising counseling and programming staff and/or serving as the administrative director.
  - Assist in hiring, recruiting, interviewing, evaluating, and training camp staff.
  - Planning and assisting with special camp events throughout the year, agency-wide events, and community-wide programs.

## Leadership

- Take an active interest in career growth, including learning new skills, staying current on industry trends, and constantly innovating and taking calculated risks.
- Lead departmental staff meetings and trainings.
- Participate as a member of the JCC's program team, provide support to co-workers, and attend regular staff and supervisory meetings.
- Conduct personal outreach to JCC members and participants, building relationships and leveraging them to encourage repeat and cross-department business.
- Regularly assess local competition to determine brand positioning and growth opportunities.
- Empower and inspire BBYO teens, volunteers and advisors through your mentorship, coaching and training

## Qualifications

- Bachelor's degree preferred
- Minimum two years of full-time/part-time/seasonal relevant experience (such as working in a summer camp, after-school program, sports and recreation facility, school, etc.)
- Excellent written and verbal communication and interpersonal skills
- Excellent computer skills, including the Microsoft Office suite, and the ability to learn new systems quickly
- CPR, AED and First Aid certification (or ability to obtain)
- Knowledge of the JCC field and Jewish culture, traditions and celebrations, or willingness to learn
- Ability to work non-traditional hours (some nights and weekends) when teens are available
- Salary will be commensurate with education, qualifications and experience.

Job Type: Full-time

Pay: \$42,000.00 - \$46,000.00 per year

## About the JCC:

The JCC of the Lehigh Valley is a non-profit community center, whose mission is to sharpen the mind, strengthen the body and inspire the spirit of the entire community through social, education, recreation and wellness programs instilled with Jewish values, culture, and traditions. We offer a wide array of programs for children and adults of all ages, and we are open to all members of our local community regardless of background.



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