

Summer Program Camp Manager (Assistant Director)

Job Description

Department:	JCamp
Reports To:	Camp Director
Classification:	Temporary, Seasonal, Part-Time, Non-Exempt (Hourly)
Benefits:	Not benefit-eligible
Camp Dates:	Summer 2026: June 7, 2026 – August 14, 2026
Schedule:	Monday–Friday, 8:00 a.m. – 4:00 p.m. Pre-season planning: ~5–10 hrs/month (April–May, paid)
Compensation:	\$25.00 – \$30.00 per hour, based on qualifications and experience

Program Overview

JCamp at J Los Angeles provides camper-centered, joyful summer experiences for children ages 4–12. Through specialty tracks, enrichment activities, and community-building programming, JCamp fosters creativity, confidence, connection, and a vibrant, inclusive Jewish community. The Summer 2026 program emphasizes hands-on learning, positive youth development, safety, and high-quality staff leadership.

Position Summary

The Summer Program Camp Manager is a senior seasonal leadership position responsible for supporting the planning, coordination, and daily operations of JCamp. Reporting to the Camp Director, this role partners closely with camp leadership to ensure a safe, engaging, organized, and high-quality camp experience for campers, families, and staff. This position blends operational oversight, staff supervision, program coordination, family communication, and on-site problem-solving.

Essential Duties and Responsibilities

Program & Operations

- Support development and implementation of daily camp schedules and specialty programming
- Oversee smooth daily operations, including camper transitions, coverage planning, and activity flow
- Serve as an on-site point of contact for operational decision-making and issue resolution during camp hours
- Assist in planning and executing camp-wide events, special programs, and culminating activities
- Ensure camp operations align with organizational policies, licensing requirements, and camp best practices

Staff Leadership & Supervision

- Assist with onboarding, training, and supervision of seasonal camp staff
- Provide ongoing coaching, support, and performance feedback to counselors and specialists
- Model positive youth development and behavior management strategies

- Support staff scheduling, coverage, and substitutions as needed
- Contribute to a collaborative, professional, and positive staff culture

Camper Experience & Family Communication

- Promote positive camper behavior, engagement, and inclusion across all age groups
- Support timely and professional resolution of camper and family concerns
- Foster a welcoming, inclusive, and community-oriented camp environment
- Assist with family communications as directed by the Camp Director

Safety & Risk Management

- Support implementation of camp health, safety, and emergency procedures
- Ensure appropriate camper supervision ratios and adherence to safety protocols
- Assist with incident documentation, reporting, and follow-up in accordance with policy
- Promote proactive risk management and injury prevention practices

Administrative Support

- Assist with attendance tracking, documentation, and daily reporting
- Support tracking of program-related expenses and assigned budgets
- Perform additional duties as assigned to support the overall success of camp

Qualifications

Required

- Minimum one (1) year of leadership or supervisory experience in a camp, school, or youth program setting
- Experience working with children ages 4–12
- Strong organizational, communication, and problem-solving skills
- Ability to manage multiple priorities in a fast-paced environment
- Demonstrated leadership and team collaboration skills
- Flexible, proactive, and solutions-oriented approach

Preferred

- Prior experience as an Assistant Director, Unit Head, or Camp Lead
- Background in education, youth development, recreation, or a related field
- Experience working in a Jewish camp or community setting (minimum one year preferred)
- Familiarity with best practices in camp operations, staff supervision, and positive youth development

Mandated Reporter & Background Clearance

This position works directly with minors and is designated as a Mandated Reporter under California law. The selected candidate must complete required Mandated Reporter training and comply with all child abuse reporting obligations. Employment is contingent upon successful completion of Live Scan fingerprinting through the California Department of Justice and any other required background clearances. Continued employment is subject to maintaining clearance status.