

Unit Head

Job Description

Department:	JCamp
Reports To:	Camp Director / Summer Program Camp Manager
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, 8:30 a.m. – 4:00 p.m.
Compensation:	\$19.00 – \$23.00 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 Camp Unit Head is a key seasonal leadership role responsible for supervising a designated age-unit of campers and counselors. Reporting to the Camp Director and Camp Manager, the Unit Head ensures a safe, engaging, inclusive, and well-organized camp experience each day. This position blends staff supervision, camper support, program coordination, behavioral guidance, and family communication.

Essential Duties and Responsibilities

Program & Daily Operations

- Coordinate daily schedules, transitions, and activity flow for assigned camper unit
- Ensure smooth implementation of programming created by leadership and specialists
- Serve as an on-the-ground point of contact for unit-related operational needs
- Support camp-wide events and special programs as assigned
- Uphold organizational policies, age-group best practices, and safety expectations

Staff Leadership & Supervision

- Supervise, mentor, and support counselors assigned to the unit
- Provide real-time coaching, guidance, and feedback to staff
- Model effective behavior management, child engagement, and teamwork
- Support daily staff scheduling, coverage, and breaks within the unit
- Contribute to building a positive, inclusive, and professional camp culture

Camper Experience & Family Communication

- Promote camper engagement, belonging, and positive peer interactions
- Support counselors in addressing behavioral or social-emotional challenges
- Communicate effectively and professionally with families as directed by leadership
- Assist with resolving camper or parent concerns, escalating to leadership as needed

Safety & Risk Management

- Ensure adherence to supervision ratios and safety protocols
- Support implementation of emergency procedures and daily risk management practices
- Help document incidents and report concerns in accordance with policy
- Champion proactive safety and injury-prevention strategies

Administrative Responsibilities

- Assist with daily attendance tracking and unit documentation
- Communicate schedule updates and logistical needs to leadership
- Perform additional duties as assigned to support the success of JCamp

Qualifications

Required

- Minimum one (1) year of experience working with children in a camp, school, or youth program
- Strong communication, teamwork, and organizational skills
- Ability to manage multiple priorities and support staff in a fast-paced environment
- Demonstrated skills in behavior management and positive youth development
- Flexible, proactive, and solutions-oriented mindset

Preferred

- Experience as a Unit Head, Program Lead, or similar supervisory role
- Background in education, child development, recreation, or youth programming
- Experience working in a Jewish camp or community setting
- Understanding of camp operations and staff supervision best practices

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.