



B'NAI B'RITH CAMP

Building Friendships For Life

Job Posting

Position: **Assistant Director of Teen Engagement**

Benefits: Employer paid medical, dental, and vision; employer contribution to retirement fund; generous paid time off and holidays, plus other benefits

Position Summary:

B'nai B'rith Camp seeks a dynamic, experienced Assistant Director responsible for the program development of the summer camp experience for teen campers and implementation of year-round camper recruitment and engagement programming for all campers. This position is also responsible for the development and implementation of the Portland City BBYO program.

Responsible to: Associate Camp Director

Supervisory duties of: Teen Unit Heads and BBYO Volunteer Advisors

Regular work hours and location: This is a full-time, year-round, exempt position. Regular work hours include regular business hours in addition to periodic evening and weekend events during the school year based in the B'nai B'rith Camp Office (in Beaverton). Summer Season responsibilities performed at Camp Site (near Lincoln City). Assistant Director is expected to be available for weekends, night-time and overnights, as needed, and will participate in on-call duty.

Essential Functions

As the B'nai B'rith Camp Assistant Director, employee will: *(Estimated 20 hours per week during the school year)*

- Assist in developing and implementing a strategy for the recruitment of new campers and the retention of current campers, including in-direct and direct outreach and communication with prospective and current families; travel will be necessary.
- Assist in developing and implementing strategy for the recruitment, hiring, and training of summer camp staff
- Develop, monitor and evaluate marketing plans for all camp related programs
- Assist Associate Camp Director in tracking enrollment in tandem with marketing plan
- Collaborate with the Director of Program Development on planning overnights, day trips, and offsite programs.
- Represent BB Camp at community-wide events, camper, and staff recruitment trips, etc.
- Create and maintain cooperative relationships with community partners
- In collaboration with the Associate Camp Director, create and manage parts of the B'nai B'rith Camp budget and provide regular budget projections, as required

B'nai B'rith Camp Summer Responsibilities include: *(Full time at Camp during the summer season)*

- Assist in planning and executing staff training and staff development.
- Supervise, support, and evaluate the teen Unit Heads. Including regular supervisory meetings.
- Supervise teen unit(s) in absence of unit head(s).
- Ensure the welfare of teen campers and the resolution of all teen camper related issues, on a daily basis.
- Assist Unit Heads in behavior management of campers with their direct reports

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- Make parent phone calls regarding camper behavior issues
- Coordinate and organize all of the Teen Unit out of camp overnights, day trips, and offsite programs.

As the Portland BBYO Program Director, employee will: *(Estimated 20 hours per week)*

- Implement new ways of outreaching to Jewish teens in the Portland area and encouraging teens to recruit members in order to grow the overall number of teens BBYO impacts, through targeted marketing.
- Develop annual City program calendar and implementation plan/timeline.
- Support and inspire teens by creating leadership development opportunities and serving as a Jewish role model/experiential educator.
- Work with teens in planning excellent programming, including chapter and city programming, as well as BBYO local and International initiatives (Fall/Spring Kickoff, Fall Fest, J-Serve, Founders Day and other initiatives specific to the calendar year).
- Create strong relationships with parents by connecting with new parents, delivering BBYO communication updates, and collaborating with parents on creating opportunities for parent involvement.
- Coordinate city fundraisers to raise money for city programming and assist BB Camp Development Director in raising money for BBYO scholarships and overhead costs.
- Help coordinate and oversee local overnight and weekend conventions, as scheduled.
- Oversee the recruitment, selection, training, supervision, and recognition of volunteer Advisors for teen chapters.
- Build collaborative partnerships with Jewish and secular community organizations
- Enhance BBYO's positive community visibility and teen involvement through community engagement.

Other Duties and Responsibilities:

- Assist in developing a vibrant camp program that fulfills the mission of BB Camp as a strong Jewish identity-building and community-building experience for campers and staff
- Ensure that Jewish values and culture are an integral and visible part of the daily life of campers and BBYO teens
- Work cooperatively as a team member and maintain positive working relationships with supervisor and colleagues
- Attend, participate in, and complete orientation, training and educational activities as required.
- Attend and participate in department and organization meetings.
- Dress appropriately, following appropriate dress and uniform policies and guidelines.
- Must be able to maintain consistent attendance as per job requirements and organization's policies.
- Other duties as assigned.

Qualifications and Job Requirements:

- Bachelor's Degree with experience in Jewish camping or similar non-profit work
- Proven leadership and communication skills
- Ability to work in a team environment and to collaborate effectively with a number of different stakeholders (parents, counselors, unit supervisors, medical staff, camp administration, etc.)
- Excellent organizational, project management, and problem solving skills

- Proven experience with program development and implementation
- Familiarity and comfort with Jewish values and traditions
- Prioritizes inclusivity within the work that is produced
- Ability to be flexible and manage change

Additional Skills & Abilities:

- Must be able to independently carry out assigned tasks demonstrating good time management and personal motivation.
- Must be able to prioritize work load and respond appropriately to change.
- Must be able to communicate verbally and in writing using the English language.
- Interacts in respectful, friendly and supportive manner with campers, staff and parents

Additional Requirements:

- Must successfully pass criminal background check and, if applicable, fingerprinting
- Must be able to pass the pre-employment reference checks.
- Must be able to pass a drug screen
- Must be able to provide a copy of his/her own social security card for W-4 documentation.
- Must be able to provide applicable documentation(s) for I-9 in order to establish identity and authorization to work in the US.
- Must have valid driver's license, personal automobile liability insurance, and acceptable driving record.

Note: This job description is representative of the major position requirements and is not intended to be all-inclusive.

About B'nai B'rith Camp:

B'nai B'rith Camp, located on the Oregon coast, is a premier camp and conference center in the Pacific Northwest. Since 1921, B.B. Camp has been dedicated to providing the finest Jewish summer overnight camp experience for today's campers while preparing them to be tomorrow's community leaders. Since 2006, B.B. Camp has been serving the local community with our day camp program. In addition to our summer camp programs, we provide a wide range of youth, family, and community engagement programs, as well as rent our facility for conferences, retreats, and special events. B'nai B'rith Camp is open to everyone. B'nai B'rith Camp is licensed by the State of Oregon, accredited by the American Camp Association (ACA), and a member of the JCC Association. www.bbcamp.org

About BBYO

BBYO is the Jewish community's largest and fastest growing pluralistic platform for reaching and inspiring Jewish teens during the school-year. With 600 teen-led local chapters nationally and over 100 weekend retreats along with a plethora of International travel experiences including Israel visits, global travel programs and leadership camps. Portland BBYO is managed by B'nai B'rith Camp and consists of four chapters that meet weekly to plan and participate in programs, along with periodic chapter and city events. BBYO aims to create a fun, meaningful, and affordable experiences that inspire a long-lasting connection to the Jewish people by practicing its' core values of inclusivity, Jewish identity, active leadership and tradition.

Application Process:

Interested applicants should submit a cover letter and resume to Bette Amir-Brownstein, Associate Camp Director, at bamirbrownstein@bbcamp.org. Review of applications will begin immediately. Position is open until filled.