

Seaboard USY Kamp Kadima Coordinator

United Synagogue of Conservative Judaism

**Mission Critical**

Seaboard USY’s Encampment has not only been able to sustain the changes in engagement, but has thrived, seeing consistent participation year to year with the goal of increases with high numbers of Kadimaniks every year. We credit the success of this to being able to run USY Encampment & Kamp Kadima concurrently, having some programs together, but also having some separately.

**Position Purpose**

The purpose of this position is to help with the planning, preparation, and execution of USY Encampment with a focus on Kamp Kadima. Because Kamp Kadima runs as a separate program concurrent to USY Encampment, it is imperative that it has the support of one individual whose sole focus is that program while RYD is running USY Encampment and monitoring Kamp Kadima.

**Duties and Responsibilities**

* Oversees the planning, programming and execution of Kamp Kadima as a part of Seaboard USY Encampment
* Assist with the planning, programming and execution of Seaboard USY Encampment
* Works with the regional youth director in assisting USY and Kadima recruitment for USY Encampment & Kamp Kadima
* Assists with various administrative tasks including database maintenance, application processing and membership tracking as is relevant to Seaboard USY Encampment & Kamp Kadima
* Promote and market program to the kehillot Kadima chapters with goal of increasing attendance
* Supports the purchasing of supplies for Seaboard USY Encampment & Kamp Kadima and the proper use of supplies at event
* Coordinates the logistics team of volunteers at Seaboard USY Encampment & Kamp Kadima and oversees all supplies and program set-ups
* Other additional tasks as assigned by the Regional Youth Director to ensure the proper administration of Seaboard USY Encampment & Kamp Kadima

**Supervisory Responsibility**

This person will be supervised by Sasha Bloch, Seaboard Director of Youth Activities

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computer, phones, filling cabinets and other office equipment. In addition, this job will operate in a camp environment.

**Physical Demands**.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to handle or feel; and reach with hands and arms.

**Position Type/Expected Hours of Work**

This is a temporary full-time position exempt from overtime which will require some extended hours or weekends.

The Kamp Kadima Coordinator must attend USY Spring Convention 2017 (May 26th-29th) and Seaboard USY Encampment & Kamp Kadima (August 21st-27th).

The position will run from May 25th, 2017 – August 27th, 2017.

**Travel**

The is position will require minimal travel in the immediate DC, MD, VA area.

**Required Education and Experience**

* Bachelors degree from an accredited college in a related field
* Experience creating and implementing programming for youth in a camp or educational setting
* Ability to interact with all age levels
* Ability to make sound independent decisions when circumstances arise
* Strong interpersonal communication skills
* Ability to work with tight deadlines
* Positive, upbeat and enthusiastic about working with children

**Preferred Education and Experience**

* Experience working with middle school age children
* Supervisory experience

**Additional Eligibility Qualifications**

None required for this position.

**Work Authorization**

Employees hired to work in the United States USCJ offices must have USA authorization

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Hiring Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_