POSITION DESCRIPTION

Organization: Boulder Jewish Community Center [Boulder JCC]
Job Title: Cherryvale Unit Head
40 hours/week, seasonal: May 26-August 14
Department: Cherryvale Day Camp; Reports to the Cherryvale Day Camp Unit Head
FLSA Status: Non-Exempt
Salary: $13/hour

ABOUT THE BOULDER JEWISH COMMUNITY CENTER
The Boulder Jewish Community Center’s [Boulder JCC] mission is to provide programs and services based in Jewish values and traditions in a place where people of all ages and backgrounds gather to connect, exchange ideas, learn, and grow. The Boulder JCC is recognized for its innovative approaches to community engagement with the next generation and families through meaningful experiences and philanthropy.

In 2016, the Boulder JCC completed building its new 52,000 square foot facility sitting on a beautiful 10-acre campus in East Boulder. As a community convener and one of the central addresses of Jewish life in Boulder County and beyond, the Boulder JCC prides itself on offering a wide array of community programming including one of the best Boulder preschools, day camps, after school classes, and arts and culture programs and serves infants, toddlers, youth, families, teens, young adults, and adults. The new Boulder JCC further fulfills its mission by being a primary destination for all of Boulder County as a place for meetings, celebrations, fundraisers, and other community events.

The staff at the Boulder JCC is hard working, collaborative, passionate, and committed to mission. The team is driven by a desire to serve the community broadly and deeply. The organization continually strives to improve its delivery of content and services with a focus on its values. The Boulder JCC endeavors to hire individuals who are committed to the JCC’s values, believe in the power of community, and want to help grow a dynamic organization.

JOB SUMMARY
The Cherryvale Day Camp Unit Head is the acting leader of their assigned camp “bunks” or groups. Unit Heads are responsible for making sure their bunks counselors are supported in their roles as well as ensuring the safety and well-being of campers during the camp day and throughout the season.

KEY RESPONSIBILITIES

Supervise the camp counselors
- Direct contact person for and supervisor of camp counselors, ensures that activities are properly carried out, that counselors are supported in their roles,
and that information is efficiently relayed to and from camp leadership team (Director, Assistant Director, Program Director)

- Oversees day-to-day camp routines and procedures
- Provides continuous feedback to counselors to ensure their success
- Completes mid-summer and end of summer evaluation
- Is a positive role model to the campers and staff and sets the behavioral standards for the bunk.
- Communicates behavioral, programmatic, and scheduling concerns to the Assistant Camp Director as appropriate
- Manages breaks for counselors

**Manage activities**

- Enthusiastically participates in all camp programs and activities.
- Is a self-starter and has the ability to work with a minimal amount of supervision.
- Works closely with other counselors and Unit Heads to ensure camp activities are properly implemented
- Works with Specialty Counselors and interfaces with leadership team (Assistant Camp Director, Program Director, Camp Director) as needed
- Leads meals and ensures campers and staff are well-nourished, properly hydrated and that the meals start and end on time.
- Uses sound judgment and reports directly to Assistant Director any issues that may be interfering with camp.

**Certifications, Trainings and Additional Responsibilities**

- Attends all pre-camp meetings, trainings, and orientations and is available for all other related activities and camp events.
- Responsible for the health, safety, and well-being of all campers at all times.
- Ensures that forms and reports are filled out in a timely manner.
- Adheres to goals, mission, and philosophy of the JCC and Cherryvale Day Camp.
- Completes and obtains all trainings and certifications prior to camp starting.

**Requirements**

- Must be at least 18 years old.
- No longer enrolled in High School (graduation is not required).
- Positive, authentic attitude and a strong desire to work with and serve as a positive role model for children and young adults.
- Professionally and maturely receives and responds to feedback and training
- Willingness to work outside during summer months
- Willingness to participate in all camp activities as needed
- Professional mindfulness and ability to concentrate on tasks at hand
- Responsible, reliable, and punctual.

Qualified applicants: please complete our Cherryvale Staff Application [here](#).