



## Resident Camp Staff Development Director Position Description

**Position Title:** Resident Camp – Staff Development Director  
**Department:** Youth and Camp  
**Classification:** Part-time, Non-Exempt  
**Supervisor:** Youth and Camp Director  
**Salary:** \$2,025 (for the time at resident camp and pre-staff planning)  
**Meeting Rate:** \$20.00 per hour (for all pre-camp meetings scheduled by the Youth and Camp Director)

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*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other functions as assigned or requested to further support the organization's mission.*

### Position Summary

Temple Akiba's Resident Camp Staff Development Director works directly with the Resident Camp Director to ensure all Resident Camp Staff are well trained and supported. In addition, the Staff Development Director works closely with the CIT Directors to create a CIT training program and works with the Unit Heads to foster leadership development to ensure a supportive chain of responsibility. The Staff Development Director, along with the Resident Camp Director, is responsible for the health, hygiene, and overall physical and emotional safety of all Resident Camp Staff and campers. The Staff Development Director and the Program Director work with the Resident Camp Director to create the overall goals and themes for each year of Camp. The Staff Development Director reports directly to the Resident Camp Director.

### Essential Position Responsibilities

- Consistent, honest, respectful, and effective communication with counselors, other camp leadership and directors
- Supervises CIT Directors and the creation and implementation of the CIT Program, as well as ensuring the safety, development, growth, skill achievement, and general well-being of CITs and all camp counselors
- Works with the CIT Directors to create CIT and Jr. Staff schedules prior to Camp through use of the CIT handbook and other beneficial training resources
- Is knowledgeable of, enforces, and follows all safety guidelines and emergency procedures as well as knowing whereabouts of CIT Directors, CITs and Jr. Staff at all times
- Works with the Logistics & Communications Coordinator to ensure program timing and locations are secure
- Works with the Resident Camp Director to create programs and provide resources to Resident Camp Staff for the purpose of personal and program development
- Participate in and complete appropriate camp evaluations within the time expectations
- Assists with the first-year counselor hiring process
- Create a warm and welcoming, safe and secure training and camp atmosphere and environment
- Oversees and ensures the health and hygiene of all staff, campers, cabins and the entire camp
- Serve as a positive role model
- Attend all meetings and trainings prior to and at camp as assigned and leads meetings as assigned
- Maintain the highest quality of courtesy, friendliness and service toward campers, visitors and other staff
- Understand and support Temple Akiba's and Camp Akiba's mission, vision, and values
- Work effectively with all staff members
- Additional responsibilities may be assigned



Skills

- React to change productively and handle other essential tasks as assigned
- Analyze and resolve problems/situations, demonstrating sound judgement and common sense
- Ability to set priorities, work as part of a team, independently, take initiative, and follow through on projects
- Excellent communication and customer service skills and the ability to create a warm and welcoming environment
- Knowledge of child development
- Knowledge of Jewish history, traditions and culture
- Strong relationship and leadership skills, including collaboration, supervision, and the ability to plan and lead staff development and training programs

Education, Experience and Requirements

- Completed Sexual Harassment Prevention and Mandated Reporter Trainings
- Complete Background Check and Fingerprinting
- CPR/First Aid/AED Certified
- Be present at Camp for its entirety and attend all staff meetings and trainings as assigned

Supervisory Responsibilities

Responsibilities include training, planning, assigning and directing work flow; goal setting, appraising performance; addressing complaints and resolving problems. Responsibilities are to be carried out in accordance with Temple Akiba's policies and applicable laws.

Physical Demands

While performing the duties of this job, the Resident Camp Staff Development Director is regularly required to sit, stand, use hands to finger, handle or feel objects or controls, reach with hands and arms, and talk or hear. This person is required to move about the entire camp facilities and grounds, throw, catch, bend, squat, and kick amongst other related movement. It is also necessary to and lift and carry up to 50 lbs.

Work Environment

Resident Camp and responsibilities will occur at an offsite resident camp facility that is not owned or under the control of Temple Akiba. The environment consists of indoor facilities, sleeping cabins, dining hall, outdoor play areas and pools.

Acknowledgement:

I have read and received the Resident Camp Staff Development Director position description. I understand that this description is a summary of responsibilities and is not intended to be an all-inclusive list. My position may include additional responsibilities as required. My signature below indicates receipt of this document and does not alter the at-will employment relationship in any way. If I have any questions about my position description or about my position I may contact my supervisor.

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Employee Signature

\_\_\_\_\_  
Date

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Employee Name Printed