



JOB OPPORTUNITY

Assistant Director, Camp Tevya

Camp Tevya (camptevya.org), a Cohen Camp, is seeking a full-time, year-round Assistant Director. If you are passionate about summer camp and making a difference in children's lives, value collaboration and teamwork, and can demonstrate creativity, this could be the role for you. The Assistant Director reports to the Director of Camp Tevya and is part of the senior leadership team supporting The Cohen Camps' (cohencamps.org) mission and programs. You'll be based in the Wellesley, MA office for most of the year, working alongside a [collegial 15-person team](#) supporting all three Cohen Camps, and live alongside beautiful Lake Potanipo in Brookline, NH during the summer.

Set in Southern New Hampshire, Tevya has a rich 85-year history. It brings together children and teens ages 8 to 16 each summer in a fun environment that nurtures campers, builds a community which promotes independence and self-confidence, and strengthens campers' Jewish identities and commitment to the Jewish community. Tevya is one of the three Cohen Camps—its siblings are Camps Pembroke and Tel Noar—giving our year-round staff a collaborative, collegial team to join.

ESSENTIAL FUNCTIONS:

Leadership

As a member of Camp Tevya's senior leadership team, the Assistant Director maintains a visible position at camp and in the community as a role model representing the camp and upholding the camp's values and principles. The Assistant Director works to build relationships with parents, campers, and staff to foster a positive and collaborative community. As a supervisor, the Assistant Director implements camp policies and practices. Serve as a mentor for camp staff, offering guidance and support to enhance their professional development. Implement comprehensive training programs to ensure staff members are well-prepared for their roles.

Camper Recruitment, Retention and Success

The Assistant Director collaborates with the Director to develop and implement strategic marketing and recruitment plans, including special events during camp and throughout the year, and enrolling campers. A significant component of this is camper and family communications before and during camp. During the summer, the Assistant Director will collaborate with other senior staff on camper care and support processes to ensure campers have safe and successful experiences.

Marketing and Communications

The Assistant Director collaborates with the Director on Camp communication and marketing materials, including videos, the Camp's website, and social media platforms. In addition, the Assistant Director oversees and/or creates seasonal communications, including weekly and monthly newsletters for campers, parents, staff and /alumni.

Staff Recruitment, Supervision and Engagement

The Assistant Director works with the Director to develop and execute the seasonal staffing plan, including interviewing, hiring, welcoming, and training. The Assistant Director will be part of the team during the camp season that leads ongoing professional development, including pre-camp staff orientation and training.

Operations

The Assistant Director helps manage Tevya's seasonal opening and closing with the Director. This may include, and is not limited to, ordering and inventorying supplies, purchasing equipment, and organizing transportation. The Assistant Director will also lead the American Camp Accreditation process, ensuring the camp's policies and operations meet or exceed the industry standards.

Requirements

- Passion for our informal educational mission
- Minimum three years of experience in residential camping field or related youth work
- Bachelor's degree or equivalent in related area such as education, social work, psychology, Jewish Communal work, youth and community development, or recreation management. Masters degree preferred.
- Exemplary problem-solving, communication, customer service, organizational and time management skills.
- Ability to work on multiple projects at a time.
- Comfortable working in a pluralistic Jewish environment.
- Exceptional oral and written skills, including experience with social media platforms.
- Proficiency in using Microsoft Office software.

Physical Requirements

- Year-round:
 - Work in our Wellesley, MA offices, with some hybrid flexibility.
 - Available for occasional evening and weekend events and parent conversations as necessary.
 - Able to travel locally, nationally, and internationally for conferences, camp fairs, and camper and staff recruitment.
- Summer:
 - Live on-site at camp June-August (housing and food provided).
 - Maintain a demanding camp schedule during the summer.

Salary, Benefits, and Perks

- Average salary for this position is around \$60,000; salary to be based on qualifications.
- Paid time off and paid holidays (Federal and Jewish)
- Travel to Israel for staff recruitment and training, and other international travel if needed.
- Casual dress (especially in the summer!)
- Health Coverage:
 - Medical – BlueCross BlueShield PPO plan
 - Dental
 - Life/AD&D/Short-Term & Long-Term Disability
- 403(b) plan
- Housing and meals all summer during camp.
- Free childcare/camp tuition during the summer camp season
- Collaborative and collegial work environment
- Summers outdoors in Camp Tevya's bucolic location, just 1.5 hours from Boston
- Continuous professional development and learning opportunities

To apply

Please send your resume and cover letter summarizing relevant experience to the Cohen Camps at hr@cohencamps.org with the subject line "Tevya Assistant Director."