



Assistant / Associate Director, Camp Nah-Jee-Wah

Location: Fairfield, NJ (Year-Round); Milford, PA (Summer).

About NJY Camps:

NJY Camps (NJY) is one of North America's premier Jewish summer camp organizations. Comprised of five overnight summer camps, NJY serves children of all ages, backgrounds, and abilities. NJY's mission focuses on supporting the growth and development of every individual member of its community so that they can learn new skills, develop greater self-confidence, and foster a strong Jewish identity. Having celebrated its centennial anniversary in 2020, NJY is reimagining its next 100 years. NJY Camps serves more than 5000 campers and participants through its various overnight camps and retreat center program, hires more than 800 summer staff, and operates across 2000 acres of land. For more information, please visit our [website](#).

About the Position:

Camp Nah-Jee-Wah is seeking its next **Assistant/Associate Director** to join our year-round leadership team. This role serves as the **number two professional** at Camp Nah-Jee-Wah, working directly under and in close partnership with the Senior Director to ensure the successful day-to-day operation and management of camp. **The position title and corresponding salary will be determined based on the selected candidate's experience and skill set.** Nah-Jee-Wah serves on average 350-450 1st-6th grade campers with an infrastructure of 200+ seasonal staff members. Its programmatic offerings also include campers who are part of the Round Lake Program, NJY's inclusion program for children with high functioning special needs. The Assistant/Associate Director collaborates with the Senior Director on year-round camper recruitment and engagement, staff hiring, and program design and implementation. In partnership with agency-wide colleagues, the role also contributes to marketing, communications, logistical planning, facilities coordination, and scheduling. During the summer, the Assistant/Associate Director lives on-site in Milford, PA and plays a central role in supervising program areas, camper divisions, and the seasonal leadership team. This individual helps drive camp culture, staff development, and camper care initiatives, ensuring that Nah-Jee-Wah remains a vibrant, nurturing, and joyful environment for campers and staff alike.

Responsibilities:

Recruit and Retain Campers

- Support the Director in building a framework of innovative recruitment efforts, both virtual and in person to engage, recruit, and retain campers
- Take a lead role in areas of social media engagement and written communications, working in collaboration with other NJY staff
 - Coordinate with Social Media Consultant on content calendar & graphics
 - Manage and maintain Camp Nah-Jee-Wah's presence through WordPress & Facebook (META) advertisements
 - Lead on all outbound communications towards prospective campers through CampMinder
- Represent camp at a variety of family engagement events, camp tours, and home visits, typically taking place on evenings and weekends, at least 15 during the year



Build a Summer Team of Rockstars

- Utilize various domestic and international recruitment avenues to advertise positions, search for applicants, and conduct both in person and video interviews
- Assist the director in reviewing prospective applicants and determining placements
- Attend organized overseas recruitment events through J1 visa sponsoring agencies
- Support the Director in building an intentional and robust staff orientation plan including staff communications, training sessions, and evaluation
- Supervise specific populations including Cornerstone Fellows, as well as designated divisions and program areas.

Create a Transformational Summer Program

- Work collaboratively with the Director to define camp's big picture programmatic vision and communicate it to all areas of camp
- Manage the creation and execution of all special program days and Saturday programs
- Infuse Jewish and Israel content into all elements of the camp experience
- Create schedules for various program areas and special program days in conjunction with the seasonal leadership team
- Maintain a physical daily presence in and around all areas of camp ranging from bunk clean up time, meals, program periods, and daily routines

Other Nuts and Bolts

- Assume the role of Acting Director during periods of absence of the Senior Director
- Serve as a prominent face and personality for camp: MC'ing events, hosting mealtimes, and representing camp to various other stakeholders
- Collaborate with other members of NJY Camps' professional leadership team, including Cedar Lake Camp, Teen Camp, Round Lake, and other central agency functions
- Oversee certain bespoke recruitment initiatives, including Club Enjoy, a program that welcomes day camp groups for short stays during the summer, and First Step, a trial camp program
- All other duties assigned by the Camp Director

Required Experience:

- 2-5 years of relevant professional experience
- Experience in a seasonal camp leadership capacity
- A proven track record of successfully managing a diverse range of relationships
- An aptitude for camp management, including areas of recruitment, marketing, staffing, program development, and facility management
- Experience working independently, with a great deal of autonomy, and in a flexible work environment

Skills and Qualities:

- Exemplary attention to detail and organization



- Commitment to the lifestyle associated with full-time resident camp employment: A flexible year-round work environment, coupled with an intense, full-on summer with limited downtime
- A self-starter and go-getter with excellent initiative
- Strong time-management capabilities and the ability to stay on top of multiple priorities
- Comfortable working in an adaptive and ever-changing work environment
- Ability to manage high stress situations and crises with a level head and sound judgment
- A collaborative team player who enjoys working with professionals from all generations
- Sense of humor and enthusiasm for blending work and play
- Exemplary leadership qualities
- Adept at Microsoft Office Suite, Canva, WordPress, & Social Media Platforms
- A strong commitment to NJY Camps' mission and a passion for Jewish summer camp

Salary and Benefits:

- Salary range of \$65-85K based on a full-time 40-hour work week during the off season and living on site at camp during the summer
- Health and dental insurance plan
- Full summer camp tuition included for any eligible camp-aged children (approximate value of \$12,500 per child) attending NJY Camps.
- Monthly car stipend
- Company cell phone plan
- 4% employer 401K match after 6 months
- Flexible hours and hybrid office environment (Tuesday, Wednesday, & Thursday – expectation to be in-person during the off-season)
- Discretionary Time Off policy (DTO)
- Significant investment in professional development

To Apply: Please submit a cover letter and resume to jobs@njycamps.org with subject: Assistant/Associate Director, Camp Nah-Jee-Wah. Receipt of all submissions will be acknowledged within two business days.

NJY Camps provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, disability, or any other characteristic protected by law. NJY Camps encourages individuals from underrepresented groups to apply. In order to increase equity in hiring, NJY Camps prefers not to receive informal referrals from individuals with personal connections to NJY Camps and cannot factor such referrals into the selection of candidates for interviews.

This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the position.