



## **Job Posting: Assistant Director of Programming and Outreach**

Camp Geshet – a children’s Jewish overnight summer camp located in eastern Ontario not far from Bon Echo Park. (1 hour from Belleville) - is seeking an **Assistant Director of Programming and Outreach**. The Camp offers an outdoor residential camping experience to children between the ages of 7 - 16 years. The Camp community consists of about 40 University age staff and about 120 campers per session during the summer season.

**Our year round office is in Toronto, Ontario and being in residence at camp in Cloyne, Ontario is required in the summer. We are open to our Assistant Director to be located outside the GTA.**

**Our Mission:** Camp Geshet has been empowering youth for 60 years! Our program reflects the values and spirit of youth leadership and empowerment; focusing on social justice, inclusion, equality, and building an informed and empathetic community. At Geshet each camper is encouraged to take responsibility for the well being of the community and the world around them.

Our youth led community develops both tangible and intangible skills, for both our campers and our staff. We foster self confidence through trying new activities, gain resiliency by enduring setbacks in a supportive environment, develop life-long friendships, grow independence, build social skills and understanding of group dynamics, learn leadership skills, unplugging from technology and connecting with nature.

**To Apply:** Qualified candidates may apply by February 11, 2023 to Shoshana Lipschultz, Director by email to [shoshi@campgesher.com](mailto:shoshi@campgesher.com). The application should include your resume and a letter explaining why you would be an excellent candidate for this position. All held in confidence. Early submission is encouraged, as applications will be reviewed on a rolling basis.

**Compensation: \$50,000-\$70,000 plus benefits.**

**Please note:** Camp Geshet currently has two full time positions posted. If you have interests and skills that fit either and/or both job descriptions, please apply. We will arrange our team based on individual skills and desires, as well as putting together the best team.

### **Overview**

1. Summer and Year-Round supervisor and mentor to the youth leadership team implementing the programmatic aspects of camp.
2. Year-round engagement and recruitment with camp and community including education, programs, fundraising and alumni engagement
3. Year round work on Development
4. Participates with other members of camp’s leadership team to collaboratively manage all day-to-day operations



## **Administrative/Operations/Organizational**

- Liaison the Development Committee and the Camp Committee (The Camp Committee has subcommittees for policies, Alumni, and Hands and Hearts)
- Act as first point of contact for all parent inquiries post-registration.
- Creative content and excellent writing for community social media, website and newsletters.
- Provide calendars and details of all community events to the Assistant Director of Operations and Communications who will handle the business/forms/database operations.
- Create and maintain Camp Gesher policies including reviews as necessary

## **Development**

- Maintain a portfolio of donors that are personally stewarded and solicited.
- Work with Alumni ambassadors, current staff, and campers to create a monthly giving program
- Lead the summer thank you notes, ensuring that programming dedicated to the Culture of Philanthropy is implemented for staff and campers
- Draft content for solicitation scripts with the Director and Development Committee

## **Community Outreach**

- Create partnerships with other Jewish organizations to program together and to cross promote.
- Represent Camp Gesher at partner and community events
- Represent Camp Gesher in smaller communities for camp fairs and other community events, or as a representative at Ambassador meetings.

## **Programming**

- In collaboration with the HDNA shlichim (Israeli emissaries) and with support of the Camp Director, works with Gesher's tzevet to operationalize, strengthen, and implement a successful youth leadership model that ensures strong continuity from year to year in youth-led chinuch (education) and hadracha (leadership).
- Responsible for the planning, organization and implementation of year round Camp Gesher events for Campers, families and alumni with Ken leaders and volunteers
- Mentor the staff and teens in the planning and implementation of year-round programming for campers (Ken Events) including 3 Seminars (weekend events). Providing structure for the process, and ensuring that the youth leadership is accountable
- Collaborate with the summer Mazkirut (Youth Leadership Team) on staff training in the area of programming.

## **Summer Outreach**

- Oversee the planning and implementation visitors day and alumni weekends/visits with youth input
- Coordinate the programming, ensuring proper staff is in camp for visits from Cornerstone, Kayitz Kef, Mazkirut Artzit, Camp Gesher Board, and Donor visits
- Summer tours for prospective families

## **Summer Programming**

- Collaborate and support Mazkirut (Youth leadership) and the shaliach (Israeli Emissary) in implementation of the summer program.
- Serve as Cornerstone Liaison and lead the cornerstone team. Ensure that the cornerstone programming is happening at camp, and being properly reported to FJC.
- Organize and run postseason rentals and camps

**Desired Qualifications:**

- Effective organizational, administrative, and time management abilities with attention to detail
- Desired to be at least 25 years old (in order to drive rented/leased vehicles) with a clean driving record
- Desired to have first aid/CPR certification and able to provide a vulnerable sector reference and/or criminal record check as part of the application process.
- Ability to work independently and self-manage workload and changing priorities in a team environment
- A meaningful understanding of camping in Canada is preferred;
- Ability to work collaboratively with others, and to accept guidance and supervision
- Excellent written, verbal communication, and presentation skills;
- Familiarity with CampBrain, WIX, Constant Contact is a strong asset
- 2-5 years of experience in a similar role or related and applicable work experience

**Core Competencies:**

- Planning and Organizing – Manages multiple tasks and projects with competing priorities. Anticipates obstacles and demonstrates judgment and flexibility to adjust as required.
- Results Orientation – Demonstrates a focus on finishing all tasks in a timely manner while taking complete ownership of tasks with attention to detail.
- Adaptability – Adapts and responds to changing conditions, priorities, technologies and requirements. Can collaborate in a variety of situations and with diverse individuals.
- Service Orientation – Strives for excellence, delivering the highest quality care and resources possible to those we serve.
- Communication – Expresses and transmits information with consistency and clarity; adapts communication to respond to audience or situational requirements.
- Innovative & “Can Do” Attitude – Able to think creatively to develop new solutions that meet current and future needs. Looking to grow and learn within the camp context and as part of Camp Gesher, with an outlook that is positive, assertive and flexible, striving to take on challenges with a sense that “I can do it”.
- Problem Solving – Possesses the ability to break a situation/task down into smaller pieces to identify key issues, figuring out cause and effect relationships in order to problem-solve.

*Camp Gesher is committed to employment equity and encourages all qualified candidates to apply. If you require an accommodation at any point during the hiring/employment process please let us know as we will work with you to meet your needs. All responses will be handled with strict confidence.*