

2011



OPEN POSITIONS

JOB DESCRIPTIONS

Interested applicants:
email yes@calvarybc.org to receive an application

A Component of the



Calvary Community Development Corporation Mission Statement

To support the holistic development of families and individuals within Morris County through programs that will strengthen relationships as well as the individual's mind, body and soul. This will help produce a self-supporting, sustainable and healthy environment that encourages the growth and full potential of our community.



March 20, 2011

Employment Notes:

- ✓ Camp Dates: June 27th – August 5th
- ✓ Applicants must be available to work all 6 weeks
- ✓ **Purpose:** The YES Camp (licensed by New Jersey in 2006) is a well-rounded six-week innovative camp that will stimulate and facilitate fun, enrichment, leadership development, worship arts, and wellness/healthy living. This camp is also designed to develop skills and behaviors that lead to healthier lifestyle choices. Our purpose is to provide a Christian-based summer that reaches out to children in rising 1st -10th grades to instill in them love, trust, respect, self-esteem and knowledge of God. This community summer camp is designed to provide a structured and constructive environment for Morris County youth. Our community benefits from this camp in a positive manner as we teach our children caring and cooperative attitudes about responsibility, character building, leadership, and critical thinking.
- ✓ **Preferred:** Those comfortable and equipped to serve in a Christian environment.
- ✓ All applicants must be a mature and responsible role model, set an example in speech and conduct for campers and demonstrate patience, compassion, great listening and communication skills while relating to children.
- ✓ All applications must be received by May 27, 2011 in order to be considered.
- ✓ Attach supporting documents to your application
- ✓ Optional: attach your resume to your application
- ✓ Positions will be filled on a rolling basis
- ✓ All employees are required to attend 12 hours of training in June. (Friday, June 3rd, from 6-10pm; Saturdays, June 11th & 25th, from 8:30am-12:30pm)
- ✓ Employment contingent on attendance at all 12 hours of training, a sex offender registry check, fingerprinting, a criminal background check & reference checks
- ✓ Volunteers must be fingerprinted and will receive a criminal background check and reference checks



Position: Camp Director

Role:

To coordinate and execute the summer program . To lead the introduction of children to the love of Jesus Christ through planning, directing and supervising all camp activities and staff.

Job Description:

Responsible for all aspects of camp which includes direct control over the daily programming and administration of staffing, compliance, and campers. Trains and supervises all staff. Organizes and schedules camp sessions. Establishes and announces camp goals. Monitors effectiveness and efficiency of camp operations. Acts as principal contact for camp operations. Communicates with parents, campers, and staff.

Skills Requirements: Bachelor's degree. General NJ standard teaching certification; three or more years experience as a teacher or counselor. Must possess strong organizational and communication skills; ability to multitask.

Responsibilities:

1. Responsible for overall supervision of the program, including but not limited to:
 - a. Coordinate morning announcements
 - b. Oversee daily schedule and its administrative components
 - c. Provide presence and initiate guidelines for decorum
 - d. Staff Training
 - e. Parent Orientation
 - f. Policy Enforcement
 - g. Disciplinary Support
 - h. Act as Liaison to youth & church
2. Coordination/Execution of Club OT AM (AM extended day)
3. Administrate/Execute morning assembly
4. Collaborate with Nehemiah Team Coordinator and Health/Recreation Coordinator:
 - a. Daily Recreation
 - b. Closing Presentations/Assemblies
5. Act as Health/Recreation Coordinator during extended day
6. Memorize the names of all youth by program start
7. Ensure adherence to necessary state guidelines requirements, processes and procedures
8. Other duties as assigned by the Staff Minister for Youth Ministry

Reports to: Staff Minister for Youth Ministry

Direct Reports:

Nehemiah Team Coordinator (NTC)
Health/Recreation Coordinator (H/RC)
Camp Administrator (CA)
Group Leaders (GL)

Salary Range: \$860 weekly

Work Hours: 7:00 am – 4:00 pm (1 hour unpaid lunch)

This job description is only a summary of the typical functions of this role. It is not an exhaustive or list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in this job description. Other duties, as assigned, might be part of this job.



Position: Nehemiah Team Coordinator/Associate Director

Role:

To coordinate and execute the Nehemiah Team component and PM extended day.

Job Description:

Plans and implements camp curriculum for the Nehemiah Team (NT) in developing teen campers leadership skills. Provides instruction to NT participants for indicated activity or subject. Teaches the associated knowledge and skills and assists NTs in achieving activity or lesson goals. Monitors NTs progress and provides counsel when needed. Directs supervision of the NT. Assists Camp Director with planning activities, and issues.

Skills Requirements:

Possess general NJ standard teaching certification and two or more years experience as a (camp) teacher or (camp) counselor. Must possess strong organizational and communication skills; ability to multitask.

Responsibilities:

1. Coordinate/Execute Nehemiah Team component
2. Coordinate/Execute PM Extended Day
3. Act as Health Administrator during Club OT PM (PM extended day)
4. Collaborate with Camp Director on:
 - a. Staff Training
 - b. Parent Orientation
5. Assist with staff/volunteer evaluations
6. Become familiar with the names of all youth by program start
7. Act as Camp Director in his/her absence
8. Other duties as assigned by the Camp Director

Reports To: Camp Director

Direct Report: N/A

Salary: \$660.00 weekly (1 hour unpaid lunch)

Work Hours: Hours: 9am – 6pm

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Position: Group Leader

Role:

To provide a quality learning environment where the social, emotional, physical, spiritual and cognitive needs of each child are met.

Job Description:

Implement program curriculum. Provide a quality learning environment where the social, emotional, physical, spiritual and cognitive needs of each child are met. Supervise the classroom and comply with DHS regulatory standards and YES Camp policy. Help facilitate a meaningful camp experience that is developmentally appropriate and consistent with the philosophy of YES Camp where needed

Skills Requirements:

BA/BS in Education/Recreation (or a related field) and one year full-time camp/teaching experience or an AA/AS in Education/Recreation and two years experience or two years college and three years camp/teaching experience. Need to be a mature and responsible role model, set an example in speech and conduct for the camper, demonstrate patience, compassion, great listening and communication skills, spirit and the ability to relate to children.

Responsibilities:

1. Displays and models key values – love, honesty, caring, respect and responsibility.
2. Functions as a team player and helps build a supportive team.
3. Provides a neat, organized and healthy learning environment for children and their families and takes corrective disciplinary action as needed.
4. Executes program goals.
5. Maintains program records.
6. Attends required training, and staff meetings.
7. Is punctual, dependable and willing to comply with program policies
8. Must be willing to engage in physical activity including swimming

Reports to: Camp Director

Direct Reports: N/A

Salary Range: \$14.64-\$16.49 hourly (commensurate with years of service)
Club OT paid at Camp Counselor hourly rate

Work Hours: 8:45am – 4pm (Club OT optional: 7:30am-9am or 4pm-6pm)

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Position: Health/Recreation Coordinator

Role:

To coordinate and execute the health/recreation components of the program and field trips.

Job Description:

Coordinates recreational activities. Provides medical services to camp participants and staff. Enforces health standards and coordinates health programs. Identifies health issues and helps to resolve them. Organizes, monitors, and administers all medications, sick calls, sick or injured camper care, and is a key player in our emergency health procedure. Administers safe and proper medical attention to all who require it. To be available to the camp population during operation periods.

Skills Requirements:

Must possess First Class Level CPR & First Aid Certification. Must possess strong organizational and communication skills; ability to multitask. **Preferred:** Epipen training; AED certified; three years of college and at least two years experience as a camp counselor; lifeguard certification.

Responsibilities:

1. Maintain and execute written/documented daily health surveillance program
2. Provide basic medical care as needed
3. Execute recreational activities
 - a. Provide daily activity plan before the program start
4. Coordinate and facilitate Olympic Day
5. Keep a bound medical log that includes, but is not limited to accident report forms, allergies, medication, disabilities and other medical conditions
6. Provides a mealtime that is a pleasant social learning environment for children.
7. Ensure adherence to necessary state guidelines requirements, processes and procedures
8. Memorize the names of all youth by program start
9. Other duties as assigned by the Camp Director

Reports to: Camp Director

Direct Reports: N/A

Salary Range: \$630.00

Work Hours: 9:00 am – 4:00 pm

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Position: Camp Counselors

Role:

To introduce campers to the love of Jesus Christ through various camp activities (Bible studies, games, swimming, etc.).

Job Description:

Supports the Group Leader and Camp Director in providing a quality learning environment where the spiritual, social, emotional, physical and cognitive needs of each camper are met. Assists with supervising the classroom. Provides help in areas where need arises. Participates in all camping activities and staff meetings. Understands and carries out the camp's standards and policies.

Skills Requirements:

At least 1-6 classes in Education/Recreation; or one year of college and one year experience as a camp counselor/teacher; or a high school diploma (or equivalent) and at least two years camp/teaching experience.

Responsibilities:

1. Assist the Group Leader in providing a quality learning environment where the spiritual, social, emotional, physical and cognitive needs of each child are met.
2. Supervise the classroom and comply with DHS regulatory standards and YES Camp policy.
3. Displays and models key values – love, honesty, caring, respect and responsibility.
4. Functions as a team player and helps build a supportive team.
5. Provides clean, safe and healthy learning environment for children and their families and takes corrective action.
6. Executes program goals.
7. Assists Group Leaders in assessing developmental progress of each child in class and making recommendations to the Camp Director and Administrator to ensure that children's learning and development needs are being met.
8. Appropriately supervises a specific group of children knowing thoroughly the daily routine and class rules. Is responsive, available and willing to meet the needs of the children.
9. Complies with all DHS rules and YES Camp policies and procedures.
10. Provides a mealtime experience that is a pleasant, social learning environment for children.
11. Maintains program records.
12. Attends required training and staff meetings.
13. Is punctual, dependable and willing to comply with program policies
14. Must be willing to engage in physical activity including swimming.

Reports to: Camp Director

Direct Reports: N/A

Salary Range: \$9.53-10.41 hourly (commensurate with years of service)

Work Hours: Hours: 9am-4pm (Club OT optional: 7:30am-9am or 4pm-6pm)

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Position: Camp Administrator/Substitute

Role:

To efficiently communicate and effectively maintain program information.

Job Description:

Responsible for assisting camp director in all aspects of camp. Completes projects assigned by Camp Director. Aids Camp Director and in camp operations. Performs general and assigned office tasks. Assists with or lead certain business functions. Coordinates camp session meals which includes planning, preparation, and ensuring proper serving and/or clean-up. Handles any facility issues.

Skills Requirements:

At least five years experience as an administrator. Must possess strong organizational and communication skills; ability to multitask; working knowledge of Microsoft Office Suite. At least 60 college credits preferred.

Responsibilities:

1. All administrative functions
 - a. Apply for food service grant and maintain/submit necessary paperwork
 - b. Distribute program materials
 - c. Coordinate collection of registration forms, fees and tuition
 - d. Maintain relationship with TANF/CFR and other social service agencies
 - e. Maintain confidentiality of youth and personnel files and payroll records
 - f. Organizes and confirms field trip logistics
2. Interface with Calvary food services regarding space needs and set-ups
3. Oversee volunteer component
4. Communicate with parents regarding student's status
5. Interface with State and Local agencies as needed
6. Ensure adherence to state guidelines, requirements, processes and procedures
7. Memorize the names of all youth by program start
8. Substitute as Group Leader or Camp Counselor as needed
9. Other duties as assigned by the Camp Director

Reports to: Camp Director

Direct Reports: Volunteers

Salary Range: \$540.00

Work Hours: Hours: 9am-4pm

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Position: Volunteer

Role:

To provide needed support in the implementation of the YES Camp.

Job Description:

To help facilitate a meaningful camp experience that is developmentally appropriate and consistent with the philosophy of YES Camp where needed.

Skills Requirements:

Prior experience with youth preferred

Responsibilities:

Will vary, based upon camp needs

Requirements:

1. Displays and models key values – love, honesty, caring, respect and responsibility.
2. Functions as a team player and helps build a supportive team.
3. Appropriately supervises a specific group of children knowing thoroughly the daily routine and class rules. Is responsive, available and willing to meet the needs of the children.
4. Complies with all DHS rules and YES Camp policies and procedures.
5. Provides a mealtime experience that is a pleasant social learning environment for children.
6. Is punctual, dependable and willing to comply with camp policies
7. Must be willing to engage in physical activity including swimming

Work Hours: Will vary, based upon camp needs

Salary Range: N/A

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