



2015



OPEN POSITIONS

Roles & Responsibilities

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MISSION STATEMENT

The mission of the **Community Development Corporation of Northern New Jersey (CDC|NNJ)** is to enhance the well-being of northern New Jersey communities through education, outreach and collaborative partnerships. We envision a community where each child will have equal opportunity to achieve success and be afforded the framework to understand what success means on a personal level. Further, we envision a community impassioned with recognizing and supporting the diversity of the gifts and talents of all people.

EMPLOYMENT NOTES

- ✓ Camp Dates & Hours: June 29th – August 7th from 9 a.m. – 4 p.m. with Club OT 7:30 a.m. – 9 a.m. and 4 p.m. – 6p.m.
- ✓ 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 northern New Jersey 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 relate to children.
- ✓ All applications must be received by May 8, 2015 in order to be considered.
- ✓ Attach supporting documents to your application (resume optional)
- ✓ Positions will be filled on a rolling basis.
- ✓ All employees are required to attend two training sessions in June. (Saturdays, May 30th & June 20th from 12 – 4 p.m.)
- ✓ 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: Lead Teacher

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

Job Description: Implement program curriculum. Supervise the classroom in compliance with the State of New Jersey Department of Health & Human Services regulatory standards and YES Camp policies and procedures. Help facilitate a meaningful camp experience that is age-appropriate and consistent with the YES Camp goal of introducing children to the love of God and neighbor as self.

Required Skills:

1. BA/BS in Education/Recreation (or a related field) and one year full-time camp/teaching experience; **OR**
2. AA/AS in Education/Recreation and two years of camp/teaching experience; **OR**
3. Age 21 or older with some college and camp/teaching experience.

Must be a mature and responsible role model, set a positive example in speech and conduct, demonstrate patience, compassion, great listening and communication skills and the ability to relate well with children.

Responsibilities:

1. Display and model key values – love, honesty, compassion, respect and responsibility. Be punctual, dependable and willing to comply with program policies. Attend required training, and staff meetings.
2. Function as a team player and help build a supportive team.
3. Execute camp goals.
4. Plan lessons that support the theme.
5. Provide a neat, organized and healthy learning environment for children and their families
6. Take corrective disciplinary action as needed.
7. Maintain program records.
8. Must be willing to engage in physical activity including swimming.
9. Other duties as assigned by the Camp Director.

Reports to: Camp Director

Helps Supervise: Camp Counselor Assigned to Class

Camp Hourly Wage: \$12.50-\$16.50 (commensurate with experience)

Club OT Hourly Wage: \$10

Work Hours: 8:30am -4pm (**Club OT optional:** 7:30am-9am **OR** 4pm-6pm)

*Substitutes may also be hired.

Position: Camp Counselor

Role: To assist Lead Teacher in providing a quality learning environment where the cognitive, social/emotional, physical and spiritual needs of each child are met.

Job Description: Support the Lead Teacher and Camp Director in supervising the classroom in compliance with the State of New Jersey Department of Health & Human Services regulatory standards and YES Camp policies and procedures. Provides help in areas where need arises. Participates in all camp activities and staff meetings. Understand and implement YES Camp's standards and policies.

Required Skills:

1. College student with previous camp experience; **OR**
2. A high school diploma (or equivalent) with a demonstrated ability to work well with children

Responsibilities:

1. Display and model key values – love, honesty, compassion, respect and responsibility. Be punctual, dependable and willing to comply with program policies. Attend required training, and staff meetings.
2. Function as a team player and help build a supportive team.
3. Execute camp goals.
4. Assist Lead Teachers in assessing developmental progress of each child in class and make recommendations to the Camp Director to ensure that children's learning and development needs are being met.
5. Appropriately supervise a specific group of children knowing thoroughly the daily routine and class rules.
6. Be responsive, available and willing to meet the needs of the children.
7. Foster a mealtime experience that is a pleasant, social learning environment for children.
8. Assist Lead Teacher in maintaining program records.
9. Supervise the recreational activities for the class/group on a daily basis.
10. Must be willing to engage in physical activity including swimming.
11. Other duties as assigned by the Leader Teacher or Camp Director.

Reports to: Camp Director and Lead Teacher

Camp Hourly Wage: \$8.50 – \$10.50 (commensurate with experience)

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

*Substitutes may also be hired.

Position: Health Coordinator

Role: To coordinate and execute the health components of the camp, including field trips.

Job Description: Provide medical services to camp participants and staff. Enforce health standards and coordinates health programs. Identify health issues and help to resolve them. Organize, monitor, and administer all medications, sick calls. Attend to sick or injured campers. Implement emergency health procedures as needed. Administer safe and proper medical attention to all who require it. Be available to the camp population during regular hours of operation.

Required Skills:

1. Must possess First Class Level CPR & First Aid Certification.
2. Must possess strong organizational and communication skills, as well as the ability to multitask.

Preferred Skills: EpiPen proficiency; AED certification; lifeguard certification; three years of college and camp experience.

Responsibilities:

1. Provide basic medical care as needed.
2. Ensure adherence to necessary state guidelines requirements, processes and procedures.
3. Maintain and execute written/documented daily health surveillance program.
4. Keep a bound medical log that includes, but is not limited to accident report forms, allergies, medication, disabilities and other medical conditions.
5. Help foster a mealtime that is a pleasant social learning environment for children by assisting with the preparation of lunch tables and serving of lunches.
6. Assist Camp Counselors with recreational activities as needed.
7. Prepare and share a "Health Tip of the Day" during assemblies.
8. Other duties as assigned by the Camp Director.

Reports to: Camp Director

Camp Hourly Wage: \$8.50 - \$10.50 (commensurate with experience)

Work Hours: 9:00 am – 6:00 pm

*Substitutes may also be hired.

Position: Substitute

Role: To provide assistance wherever needed

Job Description: Support the YES Camp staff in providing a quality learning environment where the cognitive, social/emotional, physical and spiritual needs of each child are met. Assist with supervising the classroom. Provide help in areas where need arises. Participate in all camp activities. Understand and implement YES Camp standards and policies.

Requirements:

1. College student **OR**
2. A high school diploma (or equivalent) with a demonstrated ability to work well with children and adults

Preferred: Previous camp experience.

Responsibilities:

1. Display and model key values – love, honesty, compassion, respect and responsibility. Be punctual, dependable and willing to comply with program policies.
2. Function as a team player and helps build a supportive team.
3. Provide clean, safe and healthy learning environment for children and their families and take corrective disciplinary action as needed.
4. Execute program goals.
5. Foster a mealtime that is a pleasant, social learning environment for children.
6. Attend required training and staff meetings.
7. Must be willing to engage in physical activity including swimming.
8. Other duties as assigned by the Camp Director.

Reports to: Camp Director

Camp Hourly Wage: \$8.50 – \$10.50 hourly (commensurate with experience)

Work Hours: Flexible

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.

Required Skills: Prior experience with youth preferred.

Responsibilities: Will vary, based upon camp needs.

Requirements:

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

Work Hours: Will vary, based upon camp needs.