



**Community Development Corporation of Northern New Jersey**

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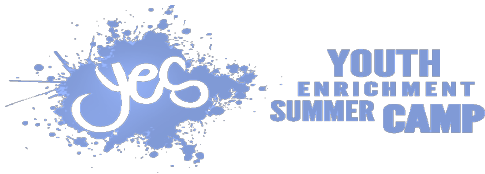
## **Open Positions**

### **Job descriptions**

#### **Roles and Responsibilities**

#### **MISSION STATEMENT**

Founded in 2006 as a 501(c)(3) organization, the mission of the Community Development Corporation of Northern New Jersey (CDC|NNJ) is to enhance the well-being of the northern New Jersey communities through education, outreach and collaborative partnerships. In 2012, CDC|NNJ decided to satisfy the organization's mission by offering a variety of “**Y**outh **E**nrichment **S**ervices” to improve the health of the minds, bodies and souls of youths in CDC|NNJ's service areas. CDC|NNJ has endeavored to achieve this goal with “FOCUS”: **F**uture **O**ccupational **C**onfidence-building toward **U**nderstanding and **S**elf-awareness through education, enrichment, empowerment, engagement, and enlightenment. Under the “YES” brand, CDC|NNJ offers the programs described below.



### **Job Description: YES Camp Director**

The director is responsible for all aspects of the camp, which includes direct control over the daily programming and administration of staffing and campers.

**6-week camp beginning the last week of June to the first week of August   Hours: 7:15am – 4:15pm**

### **Responsibilities:**

- Hires, trains, and supervises all staff members  
(5-Lead Teachers, 5-Camp Counselors, and 1-Health Coordinator)
- Organize & facilitate 2 staff training sessions prior to the start of camp (Saturday, 9am-3pm)
- Creates a yearly and weekly theme, and a weekly and daily camp schedule
- Visits classrooms throughout the camp to observe and offer feedback to teachers/counselors
- Purchases (or creates) a camp curriculum for the 5 camp classes (P1, P2, J1, J2, LOT)
- Ensures staff adherence to camp and state guidelines, policies, and procedures  
(State Certifications, and CPR training must be completed every summer)
- Manages disciplinary referrals for campers and calls/meets with parents to discuss behavior
- Schedules all trips, swimming sessions, and hires buses for those trips
- Schedules and logs all weekly safety drills (State Mandated)  
(Fire, Lockdown, Lost Swimmer, Lost Camper, and Bus Evacuation Drill)
- Hiring & Coordination of Breakfast Club and Club OT staff
- Works with CBC Kitchen Ministry to develop lunch and breakfast menu
- Provides updated daily/weekly communication flyers and/or emails for parents
- Orders camp t-shirts, staff polo shirts, and classroom supplies
- Review & authorize payment of staff timesheets (submit weekly timesheets to Camp Admin.)
- Organize & facilitate weekly Lead Teacher Meetings on Mon. & Tues. from 8:30am – 9am
- Complete end of camp inventory forms (State Mandated) (submit forms to Camp Admin.)
- Organize a staff appreciation luncheon after the camp is over

### **Suggested Qualifications:**

Bachelor's Degree, Certified New Jersey Teaching Certificate, Three or more years of summer camp experience as a director, teacher, or camp counselor. Must possess strong leadership skills, communication skills, and organizational skills

**Reports Directly To:** CDC/NNJ Board of Directors

**Salary Range:** \$7,500 to \$8,500 (commensurate with education and years of experience)



**Position: Health Coordinator**

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 and 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 Course.
2. Must possess strong organizational and communication skills, as well as the ability to multitask.

**Preferred Skills:**

EpiPen proficiency; AED certification; some college and camp experience.

**Responsibilities:**

1. Provide basic medical care as needed.
2. Ensure adherence to necessary state guideline 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 lunch time responsibilities.
6. Be available during 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**

**Hourly Wage: \$17.00 - \$27.00 (commensurate with experience)**

**Work Hours: 9:00 am – 4:00pm or 6:00 pm**

\*\*If the Health Coordinator cannot stay until 6pm, during Club OT, one of the Club OT teachers can serve as the Health Coordinator from 4pm to 6pm.



**Position: Lead Teacher**

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 NJ Department of Health & Human Services standards and YES Camp policies and procedures. Help facilitate a meaningful experience that is age-appropriate and consistent with the YES Camp goal of introducing children to the love of God and neighbor as self.

**Suggested Qualifications:**

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 experience. Must be a mature and responsible role model, set a positive example in speech and conduct, demonstrate patience, compassion, great listener, good 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. Plan lessons that support the theme and execute camp goals.
4. Provide a neat, organized, and healthy learning environment for children and families
5. Take corrective disciplinary action as needed.
6. Maintain program records.
7. Willing to participate in recreational activities including supervising campers during swimming.
8. Helps to supervise the Camp Counselor assigned to class.
9. Other duties as assigned by the Camp Director.

**Reports to:** Camp Director

**Hourly Wage:** \$20.00 - \$27.00 (commensurate with experience) Club OT

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



**Position: Camp Counselor**

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.

**Suggested Qualifications:**

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 developmental 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. Assist with the supervision of the recreational activities for the class on a daily basis.
10. Willing to engage in recreational activities including supervising campers during swimming.
11. Other duties as assigned by the Leader Teacher or Camp Director.

**Reports to:** Camp Director and Lead Teacher Camp

**Hourly Wage:** \$13.00 (or minimum wage) – 18:50 (commensurate with experience)

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



**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.