



Assistant Camp Director

Job Title: Assistant Camp Director
Department: Program
Reports to: Summer Camp Director
Salary Range: \$65,000 - \$80,000
Location: San Francisco/Groveland

About Tawonga

Tawonga's mission is to provide educational and recreational programs for children, adults and families that foster self-esteem, lifelong friendships and community, connections with nature, commitment to justice, and positive Jewish identity and spirituality. We run programs at our residential campsite next to Yosemite National Park and in the Bay Area, serving over 5,000 people a year.

About Camp Tawonga's Culture

At Camp Tawonga, we are a caring, collaborative, joyous group of professionals who take great pride in fulfilling our mission and having fun while doing it. We have deep respect for our community, the children and the families who participate in our programs; for nature and the physical world; and for the Jewish value of "tikkun olam" – repairing the world. Our team has taken many different paths to arrive at Tawonga, from growing up as campers at Camp to being brand new to working at a summer camp or even a nonprofit. We are a Jewish organization, and we welcome and are inclusive of all staff and community members, Jewish and non-Jewish alike. We are committed to JEDI (justice, equity, diversity and inclusion) and the ongoing reflection, learning and action required to be aligned with these values and create and sustain a race equity culture.

Equal Opportunity Employer

Camp Tawonga is an Equal Opportunity Employer, values diversity and is committed to being an equitable and inclusive environment for all employees. We are committed to building a team that represents a variety of backgrounds, perspectives and skills, and to hiring people of color, LGBTQ+ individuals and women. All employment is decided on the basis of qualifications, merit and organizational need.

Job Purpose and Description

The Assistant Camp Director contributes to the mission of Camp Tawonga by overseeing the hiring, recruitment, retention and training of a diverse group of seasonal program staff. The Assistant Camp Director lives at Camp in the summer and serves as a key member of the leadership team running camp. This position is responsible for the training and supervision of seasonal program staff. This role partners with our Sr. DEI Director with building and executing our diversity sourcing and recruiting strategy for the organization as well as on key training for staff. This position will collaborate and work

closely with Camp Tawonga's Human Resources department. This position reports directly to the Camp Director.

Supervisory Responsibilities

- Supervision of Staffing Coordinator
- Supervision of training for seasonal program staff
- Supervisor of summer department heads

Essential Duties and Responsibilities

- Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Staffing and Talent

- Organize, plan, and lead the entire life cycle of program staff recruitment, hiring, training, communication, staff experience, and retention to build a Tawonga staff that is a talented, diverse, inspired, dedicated and effective community
- Oversee the program staff work experience, we want people to love working at Tawonga and feel that they are supported in a caring community attuned to the staff's social, mental and emotional experience
- In collaboration with the Sr. DEI Director, plan, build, execute, and provide ongoing evaluation of organizational strategy to build a diverse and talented pipeline of candidates for seasonal program(s)
- Track demographic information about applicants and hired staff to assess progress on DEI goals
- Set budget, set seasonal staff salaries annually, and track spending against budget
- Oversee staff recruitment for all positions, including going to career fairs, online job postings for all positions as needed, and personalized outreach
- Drive improvements to recruitment tools, policies, and processes to ensure both the hiring team and applicants have a streamlined and high-quality experience
- Work with staff to provide reasonable accommodations for staff with disabilities when needed
- Build, implement, and provide regular recruitment metrics and report on progress to supervisor
- Train the rest of the hiring team, ensuring hiring managers have a clear mutual understanding of staffing policies, practices, interview best practices, and on-boarding processes
- Partner with Human Resources on a variety of operational and workflow initiatives including candidate interview process, new hire on-boarding, DEI training, compensation, job design, and others as needed
- Perform staff hiring administrative tasks as needed, including updating job descriptions, staffing-related pages of the website, staff application materials, updating and collecting staff forms, contracts, data entry, logistics, running background checks, and approving payroll
- Hire for all programs including summer camp, family camps, Tawonga's B'nai Mitzvah program (TBM), Tawonga Family School (TFS), Down the Mountain (DTM), and other programs as needed
- Partner with Communication Director to update website related to staffing and talent
- Hire summer staff including Shlichim (Israeli staff) and attending Shlichim seminar in Israel to train Shlichim; oversee staffing coordinator's work with staffing agencies to hire other international staff and secure visas
- Cultivate and maintain relationships with seasonal staff (i.e. for ongoing retention and recruitment)

Staff Reunion, Staff Retreat, and Innovation

- Partner with the Camp Director to plan and staff recruitment and retention events including leading the staff reunion and retreat.
- Actively listen to summer staff for their ideas on how to innovate and improve the summer camp experience for both campers and staff, empower summer staff and help facilitate implementation of these ideas as appropriate

Summer Camp and Family Camps

- Live at Camp in the summer and serve on the Director Team
- Supervise departments, support camper issues and staff issues, programs and logistics
- Meet daily with Director Team and Management Team to ensure the smooth running of Camp
- Work with Director Team to ensure continuous coverage of all departments and personnel while rotating time off
- Direct 2-3 family camps per year and lead other year-round programming as needed
- Create and lead supervisor training and staff training in conjunction with Camp Director
- Oversee annual updates and improvements to department manuals
- Serve on year-round team devoted to planning for summer camp and driving continuous improvements and innovation to our programs

Grants & Funding

- Partner with the development team to source grants and opportunities that support staffing and talent development.

Professional Development

- Research and participate in relevant, ongoing, continuous professional development as it pertains to the role and/or business needs (e.g., training materials, coursework, webinars, etc.)

Training, Experience, Skills, and Qualities

Required

- Minimum 2 years experience in staffing, recruitment, talent acquisition, program management, or other related experience
- Minimum five years summer camp experience including serving in key leadership and supervisory positions, or equivalent experience
- Ability to assess candidate potential and match skill sets with appropriate roles
- Excellent supervisor/manager skills
- Excellent and demonstrable interpersonal and customer service skills, friendliness and tact
- Excellent oral and written communication skills in English
- Strong analytical and problem-solving skills
- Commitment to supporting Tawonga's efforts to promote justice, equity, diversity and inclusion in all programs
- Ability to work independently and make appropriate decisions in routine and emergency situations
- Ability to maintain confidentiality

- Proficient in Microsoft Office, including Word, Excel, Powerpoint and Google Suite (Gmail, Drive, Docs, Sheets, Forms, etc.)
- Commitment to supporting Tawonga's efforts to promote justice, equity, diversity and inclusion in all programs

Preferred

- Experience running collaborative hiring campaigns
- Minimum 3 years of experience managing staff
- Experience training staff or equivalent experience
- Functional knowledge of CA and federal employment compliance
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to take and implement feedback
- HR certification (SHRM/PHR)

Supervision

- This position reports directly to the Camp Director

Software

This position will heavily use the following types of software:

- Microsoft Office/Google Suite
- Gmail and Google Calendar
- CampMinder (camper/family database)
- GoCo (hr software)

Physical Demands

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations will be made that enable people with disabilities to perform the essential functions:

- Typing, writing, reading, hearing, and speaking
- Use of hands and fingers to operate office equipment, especially a computer
- Standing, walking, kneeling, and frequent sitting with some lifting up to 30 pounds

Worksite

- This role is a **hybrid** position.
- This position is expected to relocate to Camp Tawonga's secondary location in Groveland, CA to work on-site during the Summer. They may also need to be on site for some other times of year as needed (see **Special Requirements** below).
- Camp Tawonga will provide a company laptop, mouse, keyboard, and reasonable accommodations as needed to ensure the employee can work from home during the off season
- Tawonga's year round team currently works mostly remotely with a few days in the SF office per month and frequent trips to our Groveland site

- During the summer months, while your work requires you to live at Camp, Tawonga will provide housing, meals, and childcare

Work Environment

- Noise level is moderate if working at camp property in Groveland, CA
- Noise level is moderate when working in our San Francisco office

Special requirements

- Must be able to relocate to Groveland site June - August
- May be required to relocate to Groveland site for other weekend program(s) as needed
- Willingness to work on evenings, weekends and holidays as needed

Normal working hours

- During the off-season, hours are flexible while completing tasks associated with job description, and while meeting deadlines; normal office hours are 9 a.m. until 5 p.m.
- During the summer, the camp programmatic day runs from 8 a.m. until 10 p.m., and sometimes longer.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties and/or responsibilities that are required of the employee for this job. Job duties, responsibilities and activities may change at any time with or without notice based on the needs of Camp Tawonga.

Compensation and Benefits

This is a **full-time, exempt, year-round, and benefited** position. The **pay range** for this position is **\$65,000 - \$80,000, DOE**. Camp Tawonga offers a competitive compensation package which includes medical, dental, life insurance, retirement with company match and contribution, and paid sick and vacation leave.

To Apply

To ensure consideration, please submit a resume and cover letter explaining your qualifications for and interest in the position. Send applications to kevin@tawonga.org with, "Assistant Camp Director", in the subject line. Applications will be accepted on a rolling basis, and Tawonga is seeking to hire for this position as soon as possible.