



Staffing Assistant

Job Title:	Staffing assistant
Department:	Program
Reports to:	Summer Camp Director
Salary Range:	\$27-30/hour
Date Range:	October 15, 2024 to January 31, 2025
Hours:	3 days per week in October, 3-4 days per week November to January
Location:	San Francisco (hybrid/remote)

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 purpose of this role is to support the recruitment and hiring of exceptional seasonal staff for camp programs while fostering strong communication with parents and contributing to camper enrollment initiatives. The position involves collaborating with directors in the Program team and

cross-departmentally with HR and Operations to streamline the hiring process, ensuring timely completion of necessary documentation. This role also will assist in helping the Camp Director with preparing for Tawonga's annual American Camp Association accreditation. Additionally, the role includes leading outreach efforts to engage parents and prospective campers, participating in Program Team meetings, and supporting various camp events and initiatives.

Essential Duties and Responsibilities

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

- Responsible for staff recruitment and hiring with the support of a director, including managing the process of applications, staff interviews and reference checking.
 - As part of the hiring team with other directors, ensure we recruit and hire outstanding staff:
 - Source and recruit staff applicants, conduct interviews, and check references
 - Select and hire seasonal staff
 - Partner with Human Resources to ensure timely completion of new hire paperwork, contracts, and other required staff forms are completed
- Support American Camp Association 2025 accreditation year prep
- Communicate with parents, lead outreach events for camper recruitment, respond to parent questions and feedback.
- Support camper registration and enrollment, as part of the Program Team.
- Participate in Program Team meetings and lead initiatives connected to camp programs or other related subjects.
- Health center research on medication distribution
- Work up the mountain and Down the Mountain Tawonga events, as needed, as part of the Program Team.

Other Responsibilities

- Bring a justice and equity lens to all the work outlined above
- Communicate with families on a regular basis, as directed by the summer director team
- Other projects as assigned

Training, Experience, Skills, and Qualities

Required

- Minimum 3 years of experience working in camp programs or a related field
- Minimum 1 year of experience supervising staff
- Proven ability to work with youth and communicate with parents
- Experience supporting, troubleshooting, and managing families and/or other stakeholders
- Excellent and demonstrable written and verbal communication skills in English
- Excellent and demonstrable interpersonal and customer service skills
- Familiar with best practices for recruitment, interviews and hiring

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

Preferred

- Excellent professionalism, organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to take and implement feedback
- Strong analytical and problem-solving skills
- Ability to work independently and make appropriate decisions in routine situations
- Ability to work collaboratively
- Experience with risk management
- It is our preference that the Staffing Assistant has experience in a director or supervisory role in a camp-setting, (overnight or recreational) and/or has worked as a member of Tawonga’s summer leadership team in previous summers.

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)

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, between our San Francisco office a few days a month and working remotely in the San Francisco Bay Area.
- This position is expected to work on site at Camp Tawonga’s secondary location in Groveland, CA as needed for limited retreats or other winter programs.

- 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

Work Environment

- Noise level is moderate if working at camp property in Groveland, CA
- Noise level is moderate if working in Tawonga's Bay Area office

Special requirements

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

Normal working hours

- 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.

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 **non-exempt (hourly), temporary, non-benefited** position. This position is scheduled to work an average of three days per week, subject to change based on supervisor approval and/or the needs of the organization. The **pay range** for this position is **\$27.00 to \$30.00 per hour**, DOE.

To Apply

Applications are being accepted on a rolling basis, with initial screenings scheduled to begin on or around September 30th. To apply, please submit your resume and cover letter to kevin@tawonga.org, using "**Staffing Assistant**" in the subject line.