

**Camp Director, Center Day Camp  
Windham, Maine**

[www.centerdaycamp.org/](http://www.centerdaycamp.org/)

**A Program of the Jewish Community Alliance of Southern Maine**

[www.mainejewish.org](http://www.mainejewish.org)

Center Day Camp is proudly accredited by the American Camp Association (ACA)

**General Overview**

Located 13 miles north of Portland, Maine, **Center Day Camp (CDC)** is located on 27 wooded acres on the shores of beautiful Sebago Lake in Southern Maine – approximately 2 hours north of Boston. CDC was established in 1948 by the Jewish Community of Greater Portland and is run by the Jewish Community Alliance of Southern Maine (JCA). Campers ranging in age from 4 to 14, return each year to build friendships, make memories and learn new skills. CDC is one of the premier day camps in Maine. Campers from all faiths come to CDC to learn and play together within a program that focuses on core Jewish values.

The CDC Director will be a mature individual responsible for the safe operation of a nine- week summer day camp program with over 300 campers. The ideal candidate will bring a wealth of leadership experience, a friendly demeanor, a focus on the physical and emotional health of the campers, and a love of camping.

- Reporting to JCA Executive Director
- Direct/Indirect Reports: Camp program staff, administrative staff, camp maintenance director

***This is a full-time, salaried, exempt position.***

**Key Responsibilities**

***Management and Supervision***

- Manage all aspects of 9 week summer day camp program.
- Supervise administrative staff, and approximately 60 seasonal camp staff
- Act as an accessible resource and guide for camp staff, engaging in and overseeing programming on a daily basis

***Communications***

- Utilize strong interpersonal skills, engaging with parents, staff and campers throughout the year
- Act as an ambassador and community face for CDC and JCA throughout Southern Maine
- Proactively recruit campers via all networks and resources throughout the year.

***Marketing:***

- Manage development of promotional materials and marketing strategy.
- Monitor current enrollment patterns and react to trends.
- Develop creative new marketing methods.
- Oversee website content.

***Programming:***

Design and deliver challenging, engaging, multi-faceted camper program within strict adherence to American Camp Association (ACA) standards. Foster a collaborative, communal environment, creating excitement and enthusiasm among campers and staff.

***Staffing:***

- Recruit, screen and place all summer staff.
- Establish expectations and accountabilities.
- Develop effective and in-depth staff training programs, oversee staff evaluation process, and build an effective, enthusiastic team.

***Finances:***

Create annual camp budget in collaboration with JCA Executive Director and Treasurer. Monitor budget throughout year and oversee all financial expenditures for camp.

***Legalities/Compliance/Liabilities:***

Maintain knowledge of all state and local regulations and licensures, have working knowledge of insurance elements and maintain ACA standards.

***Physical Property:***

Oversee Camp Maintenance Director and work with the Camp Committee to ensure the camp property is in excellent working order. Oversee and finalize opening and closing of camp property.

**Preferred Requirements**

- Bachelors Degree
- Strong administrative and organizational skills
- 5+ years of camping experience;
- Strong staff hiring and management experience
- Experience in recruiting campers and staff
- Motivated, entrepreneurial approach to the business of camping
- Understanding of American Camp Association Accreditation process and/or ability to quickly learn and adapt to this process.

***Additional hours are often necessary during the summer and spring seasons.***

***Benefits available.***

To Apply:

Please EMAIL cover letter and resume to:

Emily Chaleff, Executive Director

Jewish Community Alliance of Southern Maine

[echaleff@mainejewish.org](mailto:echaleff@mainejewish.org)

*No phone calls, please.*