



Camp Livingston Assistant Director

Position Summary: The Assistant Director directly manages select portions of camp business including recruitment efforts, summer staff supervision, programming and marketing. This position requires excellent leadership, supervisory, marketing, communications, and planning abilities.

Must be a charismatic leader, a good people manager and have a deep knowledge of successful camp programming, processes, and execution. The position requires living in the Cincinnati area during the months of September through May and at Camp Livingston in Bennington, Indiana during the summer. This position also requires availability on some nights and weekends and travel for recruitment. Bachelor's Degree and 2+ years of relevant work experience preferred. This position reports directly to the Camp Director.

Essential Duties:

- Leadership
 - Help formulate a Camp's future vision and take action steps to achieve set goals
 - Maintain a complete and consistent presence as a leader within the Camp Livingston community with respect to role modeling of Camp values and mission and accountability for all rules and procedures
 - In partnership with the Director of Operations, Camp Director, and Executive Director, evaluate programs and create solutions
 - Assist in implementing a vision for facility and program improvements
 - Attend occasional board meetings

- Camper Recruitment and Family Communication
 - Plan and execute camper recruiting calendar including individual events, camp fairs, Sunday School events and other local community events as required

- Manage logistical details for recruiting events including set up and break down
 - Create innovative new camper recruiting opportunities
 - Manage recruiting lists and track contacts with families
 - Manage recruiting marketing, including email campaigns and social media
 - Assume registrar duties including coordinating parent relationship management with Camp Director. Some of these duties may be delegated to the Office Manager in the summer under Assistant Director's supervision.
- Staff Recruitment and Management
 - Manage staff recruiting relationships including Hillels, Universities, internship partners, and international agencies
 - Plan and execute visits and presentations
 - Manage staff recruiting marketing
 - With the Camp Director, interview and hire seasonal staff
 - Manage seasonal staff
 - Unit Heads - Manage all Unit Heads and support day to day camper care needs
 - Office Manager - Manage the seasonal Office Manager whose duties include mail, canteen, and other office duties and some registrar duties, as assigned
 - Assist Camp Director in supervision and management of camper and staff care team (healthcare, inclusion director, etc.)
 - Seasonal Staff Training
 - Lead organization and implementation of staff training with support from the Camp Director and Executive Director
 - Book outside speakers and trainers
 - Coordinate staff wellness initiatives during the summer, including ongoing training, recreational activities, recognition, and staff committee
- Geshet trip to Israel
 - Manage and execute trip logistics and relationships with third party vendors, including approval of itineraries and flights
 - Manage the relationship with RootOne, complete necessary paperwork and recruitment
 - Manage the relationship with Pinemere Camp
 - Manage and execute pre and post trip programming with RootOne and on-Camp portions of the program

- Livingston in the City (Virtual and On The Road)
 - Implement 3-5 annual one-time and ongoing programs to capture current and potential campers, families with younger (Kindergarten-5th grade) children, and interfaith families
 - Specific programming should be done for retention purposes, whole community/city engagement, and teens
- Marketing
 - Draft, compile and send Camp Livingston's Monthly e-Newsletter
 - Manage and update Daily/Weekly/Monthly Social Media
 - Execute website updates and management
- Administrative
 - Attend and participate in regular team meetings
 - Gain proficiency in CRM system

This position description is not intended to be all-inclusive; rather, it is a generalized guide of the basic job duties. The Executive Director may change the job responsibilities and expectations based on business requirements.

Benefits:

- \$40,000-45,000 Salary commensurate with experience
- IRA match
- 3 weeks paid vacation plus US and Jewish holidays off
- Generous sick leave
- Health Insurance/Dental/Vision
- Partial phone reimbursement
- Room and Board during the summer season
- Professional Development opportunities/Conferences
- Hybrid work environment during the winter months
- Laptop provided