

**Assistant Camp Director (part-time)**  
**Twenty hours a week September – May**  
**Full time May 1 – August 31**

**Responsibilities:**

- Oversee the recruitment, hiring and training of camp staff
- Supervise and Oversee Camp Unit Heads, staff supervision and parent communication
- Coordinate transportation for daily and field trip needs
- Plan and organize camp field trip calendar
- Coordinate staff development and staff events
- Participate in camper recruitment and retention events

**Qualifications:**

- Bachelor's degree
- Current CPR and First Aid Certification
- Flexibility and ability to work with the public, program participants and other employees in a pleasant, courteous manner as required by the position
- Experience working in a day or overnight camp setting, supervising staff of varying ages and communicating with parents

Free membership to our on-site fitness center, indoor/outdoor pools and employee discounts to most Center programs.

We are conveniently located near two Metro Red Line stations and have free on-site parking.

**E-mail resume, cover letter and salary requirements to [jobs@jccgw.org](mailto:jobs@jccgw.org)**