



The Jewish Community Center has a full time opening for **Day Camp Operations Coordinator** to join our Day Camp team. This year-round, full time nonexempt position is based at our Chesterfield location but will travel to our Creve Coeur location for meetings when necessary.

Summary: Position manages the office operations of camp with specific focus on registration while assisting in marketing, recruitment, and staff orientation. Position will oversee day to day operation of all camps at our Chesterfield location during summer season. Focus on overall success of day camp experience, excellence of customer service and continuous improvement of our procedures.

Responsibilities:

Registration

- Oversee all aspects of registration process and provide on-going assistance to camp families
- Partner with IT and Accounting department to create and maintain a user-friendly registration process, including application, forms, and payment plans
- Scan/label all forms for accurate digital filing system. Ensure all camper records are filed and stored at end of each summer.
- Review and update, as needed, applications and forms annually, consult with HR to ensure all legalities are met. Ensure the all Camp forms meet American Camp Association standards
- Ensure all campers have turned in all forms prior to the start of their camp season
- Ensure that all day camp participants are registered in CSI and billing is set-up
- Communicate with families about payments and collect all fees from camp families
- Consult with Community Relations Director with regards to scholarships

Marketing and Recruitment

- Work with Camp Director to plan and execute a Day Camp marketing strategy
- Partner with the Marketing Department to produce the camp brochure, advertisements, digital material, press releases, and promotional material
- Partner with Marketing Department to update camp web page and social media pages throughout the year
- Review and update Parent manual and all parent packet materials annually
- Compile and write weekly Camper newsletter; coordinate eBlasts and printing with Marketing.
- Work with Camp Director team to send out weekly welcome letters
- Recruit campers through participation in-person meetings, camp fairs, parlor meetings, etc.
- Make both pro-active and follow-up calls to camp families providing excellent outreach and custom service

Staff

- Work with HR to review and update day Camp application materials annually

- Ensure that all seasonal staff are enrolled on time clocks
- Work with directors to plan and run staff orientation and training including preparation of training materials.

Summer Responsibilities

- Oversee the day to day operation of all Camps at the Fox building
- Continue with registration duties.
- Work with Kitchen J on Plus Lunch program: compile weekly rosters and counts and communicate changes.
- Coordinate with Camp Directors to create weekly rosters and maintain daily attendance records.

Other duties and responsibilities as assigned.

Qualifications:

- High School diploma or GED required
- College degree preferred
- Must have demonstrated proficiency using Microsoft Office Suite (Outlook, Word, Excel, Access, Power Point) as well as a track record of successfully learning new software applications. Prior knowledge of CSI is a plus!
- Camp Experience preferred
- Prior Sales experience preferred
- Attention to detail, strong organizational skills and accuracy are necessary.
- Prior customer service experience with demonstrated excellence is required.
- Must be able to independently apply and carry out policies and procedures within assigned area of responsibility.
- Ability to complete multiple tasks and high volume of work on deadline.
- Ability to follow through on assigned tasks with limited supervision.
- Ability to work with all levels of an organization, with ability to communicate with potential campers and their families.
- Ability to assist campers in emergency situations; including fire, evacuation, illness or injury
- While the majority of this position takes place in an office setting, summer camp season takes place both indoors and outdoors. Candidate should expect on occasion to be outdoors in summer sun, heat and humidity in support of camp when it is in session.
- Commitment to agency mission.

For additional information about the J and all of our offerings, please see our website, www.jccstl.org

To apply, please submit your cover letter, resume and completed J application to careers@jccstl.org. Our application is available for printing from the employment section of our website. Please note this is not an online form. In the subject line of your email, please be sure to list the title of the position you are applying for, "Day Camp Operations Coordinator".

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.