Job Summary:

GrassROOTS Community Foundation will be celebrating its fifth year of Super Camp! Super Camp, a core program of GrassROOTS’ SEEDLINGS initiative, is a summer day camp for girls of African ancestry. The Camp provides girls with confidence, confidence grounded in a sense of history and cultural understanding. At Super Camp, girls learn basic literacy in mathematics, science, history, and reading through a cultural lens.

GrassROOTS Community Foundation (GCF) is seeking Director for Super Camp for who will oversee its 2015 Super Camp in New Jersey. In this role, the Super Camp Director will be responsible for executing the camp curriculum for the middle school aged grade campers, managing overall program operations and budget and lead the camp staff to achieve strong campers outcomes. The Director works closely with the GCF President to provide high quality care for the 12-15 campers. The Super Camp Director must be certified in accordance with NJ.A.C. 8:25-3.2.

Position Summary/Qualifications:

Primary roles and responsibilities include but are not limited to:

* Lead all program operations by building a strong staff and culture of performance in Super Camp.
  + Conduct hiring, supervision and performance review process of program staff members to ensure that goals are achieved. Recruit and manage middle school aged team leader.
  + Lead professional development to build the capacity of individuals and team.
  + Ensure that program staff actively works with personnel to achieve desired camper outcomes.
  + Manage budget. Note, overflows will be deducted from pay.
* Ensure quality of Super Camp curriculum to maximize campers outcomes
  + Frequent communication with parents on camper’s progress.
    - Individual meeting with child and mom weekly (via Skype or phone).
    - Take pictures and post to Facebook and twitter pages
  + Provide on-going assessment of students including data collection, analysis and reporting to GrassROOTS Community Foundation
  + Champion and administer a quality Super Camp curriculum which includes:
    - Assessment – Parent & Child Self-Evaluation at start and end of camp
    - Health & Well-being – 1 hour walk/run daily and weekly sports clinics. Camper and parent education and daily practice of healthy eating.
    - Field Trips – weekly explorations to encourage active learning via visits to cultural centers, museums, etc.
    - Super Market Mathematics – practical math learning.
    - Research – celebrate campers’ ancestry and cultures of origin via summer research project.
    - “I Know Me” Yoga Program – learning Kemetic Yoga through stories and games.
    - Recitation – each week, campers progress on memorization and performance of a piece of literature or poetry.
    - Performance – conduct and attend all performances. Conduct weekly performances and final performance to showcase what campers have worked on including recitations, yoga story and research project.
* Communications, Relationship Management and External Partnerships
  + Serve as a liaison between GrassROOTS and internship site.
  + Work collaboratively with GCF, staffers and volunteers to support organizational goals and outcomes.
  + Develop partnerships with community groups and organizations.
* Be a health ambassador and advocate for GCF
  + Maintain personal health.
  + Monitor and maintain health and well being of campers by ensuring 1-hour walk/run daily and weekly sports clinics. Camper and parent education and daily practice of healthy eating.

Key Qualifications

* Bachelor’s degree from an accredited 4-year college or university, master’s degree preferred.
* A demonstrated passion for working with young urban youth and belief in GCF’s mission
* Extensive leadership experience and previous experience developing or managing community programs
* Deep knowledge of African and African American history
* Superlative planning, organizational and writing skills
* Ability to effectively communicate with diverse stakeholders (Church, parents, campers, staffers)
* A strong commitment to personal health. Physically active.
* At least 3 years working in an educational setting
* No personal calls or texts unless emergency
* Confidentiality is critical in this role
* Dress appropriately at camp events so as to participate in all activities (yoga, etc)
* Be on time. If late, must provide notification. If late more than an hour without notification will result in employment termination.
* Former or current teachers welcomed
* GCF will require a background check and may require a drug screen for this position.
* GCF will require signed confidentiality agreement.

Requirements

The Super Camp Director must follow the below requirements. Any conditions not met will result in termination of employment (in accordance with NJ.A.C. 8:25-3.1):

1. At least 21 years of age and has had either i) at least two seasons of administrative experience in an organized certified camp; ii) nine months verified experience in a youth program; or iii) one season of administrative experience in an organized certified camp and at least one year teaching experience with a teacher certification.
2. Develop and maintain a written statement of personnel policies and practices.
3. Conduct and document preseason orientation and training for staff.
4. Orient staff in all state mandated policies and procedures.
5. Develop and follow written procedures for review of background of each staff member.
6. Verify that each staff member has a background free of conduct that bears adversely upon his or her ability to provide safety and well-being of the campers.
7. Conduct a full review of prior employment history of each staff member and determine whether conduct, criminal or otherwise, disqualifies that person from employment at camp.
8. Conduct criminal history check for each adult staff member
9. Complete a sex offender registry check and maintain written documentation verifying check for each staff member annually through:
   1. Family Watchdog
   2. NJ Sex Offender Internet Registry
10. Maintain adult to camper ratios. At a minimum, an adult assisted by a counselor for each group of 20 campers at all activities, including off-site activities and one additional staffer for every additional 10 campers.
11. Develop, implement and document in writing procedure to keep track of the location and safety of all campers during all camp activities.

Additional Information

|  |  |
| --- | --- |
| Hours: | 8:00 – 5:30 daily |
| Functions: |  |
| Industry: | Not-for-Profit |
| Compensation: | Competitive/commensurate with experience. GCF is an equal opportunity employer (EEO/AA/M/F/D/V). |
| Pay Schedule: | Time sheets must be submitted bi-weekly. Will be paid Tuesdays. |
|  |  |