



GORDON JCC
NASHVILLE

DIRECTOR OF CAMP DAVIS JOB DESCRIPTION

TITLE: Director of Camp Davis

SUPERVISOR: Senior Director of Programs

DEPARTMENT: Camp Davis

FLSA STATUS: Exempt

CLASSIFICATION: Full Time; Exempt

ABOUT THE GORDON JCC:

The Gordon JCC is a special place that welcomes all, builds community, and provides excellent programs rooted in Jewish values to enrich the mind, body, and spirit. Within our walls, members gather together to meet, play, learn, celebrate, and be part of the community. Camp Davis is one of our signature programs providing children with unforgettable experiences that foster confidence, friendship, leadership, curiosity, and a lifelong connection to Jewish community and values.

POSITION SUMMARY:

The Gordon Jewish Community Center is seeking an experienced, innovative, and mission-driven Camp Director to provide year-round leadership for summer camp. The Camp Director is responsible for the strategic vision, development, operation, and continuous growth of one of the Gordon JCC's signature programs. This leader will create exceptional camp experiences rooted in Jewish values while ensuring operational excellence, strong and growing enrollment financial sustainability, staff recruitment and engagement, staff training and development, and outstanding customer experiences.

This role requires a highly experienced camp professional who can develop new programming, inspire staff, strengthen community relationships and position Camp Davis as the premier Jewish day camp in the southeast.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Camp Davis Program Leadership

- Provide overall leadership, direction, and management of Camp Davis programs and service including summer camp, winter camp, school's day out programs, holiday camps, and special events.
- Ensure programs provide a safe, engaging, and a high-quality experience that supports the mission of the Gordon JCC.
- Ensure a welcoming, inclusive, and positive experience for campers, families, and staff.

Supervisory Responsibilities

- Directly supervises year-round and seasonal Camp Davis staff.



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- Responsible for recruiting, hiring, onboarding, training, coaching, performance management, and employee development.
- Provides leadership and accountability for departmental operations and staff performance.
- Address parent concerns and inquiries promptly and professionally.

Staff Leadership and Development

- Recruit, hire, train, supervise, coach, and evaluate seasonal and year-round Camp Davis staff and ensure appropriate staffing levels and effective staff scheduling.
- Foster a positive team culture that promotes engagement, accountability, and excellence.

Budget and Financial Management

- Develop and manage the Camp Davis annual operating budget and monitor revenue and expenses to ensure financial responsibility and program sustainability.
- Collaborate with leadership on forecasting and long-term program planning.

Community Engagement and Enrollment Growth

- Build and maintain trusting relationships with campers, families, schools, and community partners to support participation, recruitment, and retention.
- Collaborate with the Early Childhood Learning Center to support pre-K retention and transition into Camp Davis programs.
- Collaborate and partner with Marketing to promote Camp Davis programs and increase community awareness.

Jewish Engagement

- Ensure Jewish values, traditions, culture, and community are thoughtfully woven throughout every aspect of camp life.
- Create meaningful Jewish experiences that are joyful, inclusive, and welcoming to children and families from all Jewish backgrounds.
- Incorporate Jewish holidays, Hebrew, Israeli cultures, music, storytelling, traditions, and values into camp programming in age-appropriate ways.
- Foster a strong sense of Jewish identity, belonging, and community among campers and staff.
- Collaborate with the Director of ECLC to align camp programming with the educational mission of the JCC.

Compliance and Risk Management

- Ensure compliance with all applicable American Camp Association (ACA), Department of Human Services (DHS), ADA, health, safety, and licensing requirements.
- Maintain all required records, documentation, policies, and procedures.
- Monitor risk management practices and implement safety protocols for all camp programs.



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- Ensure emergency procedures, staff training, and participant supervision standards are consistently followed.

QUALIFICATIONS:

Required

- Bachelor's degree in education, recreation management, youth development, business administration, or related field.
- Demonstrated success leading camps or residential camps
- Proven experience designing innovative camp programming
- Experience recruiting, hiring, training, and supervising large seasonal teams
- Strong budget management and financial planning skills
- Excellent communication, organizational, and leadership skills

Preferred

- Master's degree
- ACA accreditation experience
- Experience working with a JCC, Jewish camp, Jewish school, synagogue, or other Jewish communal organization
- Experience with fundraising sponsorship development, and grant management
- Knowledge of youth development, experiential education, and social emotional education
- Current CPR and First Aid certification, or ability to obtain certification within a designated timeframe after hire.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of youth development, camp operations, risk management, and applicable regulatory requirements.
- Strong leadership, staff development, and team-building skills.
- Excellent organizational, budgeting, and project management abilities.
- Effective verbal, written, and interpersonal communication skills with the ability to build relationships with children, families, staff, and community partners.
- Strong problem-solving, decision-making, and customer service skills.
- Proficiency with camp management software applications like CampMinder, MyCampApp, Daxko, and Microsoft Office applications.

WORK ENVIRONMENT

- Work is performed in both office and outdoor camp settings.
- Frequent interaction with children, families, staff, and community members.



- Requires availability during camp sessions, special events, and occasional evenings or weekends.

PHYSICAL DEMANDS:

- Ability to stand, walk, bend, and move throughout indoor and outdoor program environments.
- Ability to maintain alertness and actively supervise children for extended periods.
- Ability to lift and carry up to 50 pounds.
- Ability to work outdoors in varying weather conditions, including extended exposure to sunlight and heat.

MARKERS OF SUCCESS:

- Within the first two years, increase camp enrollment and camper retention
- Strengthen staff recruitment, training, and retention.
- Introduce innovative programming that enhances the camper experience
- Ensure Jewish values, traditions, culture and community are thoughtfully woven throughout every aspect of camp life.
- Maintain a safe, welcoming, and inclusive camp environment.
- Meet or exceed annual budget and enrollment goals
- Delivering exceptional customer service to families, participants, and employees.
- Strengthen Camp Davis's reputation as the premier Jewish day camp in Tennessee.

BENEFITS

- Health, Dental, and Vision Insurance
- Life Insurance and Long-Term Disability Coverage
- 403(b) Retirement Plan with Employer Match
- Paid Time Off (PTO) and Paid Holidays
- Free Gordon JCC Membership
- Employee Program Discounts, including Early Childhood Learning Center and Summer Camp Programs
- Professional Development Opportunities, Conferences, and Licensing Support

The Gordon JCC is an Equal Opportunity Employer and is committed to creating an inclusive workplace free from discrimination and harassment.