

# *Job Descriptions for Kayitz '10*

## CAMP RAMAH IN CALIFORNIA

Each summer Camp Ramah in California strives to assemble a team of staff members to maintain a standard of excellence within the camp community. All staff members are expected to play their role in fulfilling the goals of the camp as outlined in the mission statement (see last page).

In addition to each person's individual job responsibilities, each staff member is expected carry out the following essential functions of all staff members:

1. Serve as a role model for campers.
2. Participate fully in a staff education program.
3. Assist campers in emergency situations (fire, injury, etc.).
4. Possess the strength and endurance required to maintain constant supervision of campers.
5. Assist in camp-wide duties (nighttime guard, transportation, jobs on Visitor's Day, etc.).
6. Adhere to the rules and standards outlined in the Staff Handbook.

The following are short descriptions of available positions at Camp Ramah in California for the 2010 season. The number of positions is based upon projected enrollment and is subject to change. Included in the job description is a list of responsibilities and any certification or pre-camp training that may be required.

### **Hanhallah (Managing Team)**

The Hanhallah serves as the management team for Camp Ramah in California, and work directly with the Camp Director and under the guidance of the Executive Director to ensure a successful and safe experience and program for both the entire camp and their specific edah.

ROSH EDAH – (8 positions) – Charged to oversee a unit of campers and staff. Specific responsibilities include staff training and evaluation, program supervision, camper crisis management, maintaining standard of Jewish education and *edah* organization. Must be a college graduate.

ROSH MADOR/HADRACHA, ROSH MADREGA/HADRACHA (2 position) – In charge of coordinating an intensive counselor or specialist training program for staff which includes workshops in youth development, leadership, program skills, Judaica, problem solving and other related topics. These senior staff also work closely with the Yoetzot to ensure appropriate mentoring for staff in training. As Rosh Hadracha these people will oversee staff education and various staff members in various supervisory roles.

### **Senior Program & Business Staff**

Senior staff members at Camp Ramah in CA ensure a safe and successful summer by overseeing and/or supporting a specific area of camp. The Rashei Anaf (Department Heads) work as a team with the Program Director to ensure that the daily programs are running in a smooth fashion. Members of our Business Staff work with the Camp Director and Business Director to ensure that the logistical operations of camp are organized, economical and run smoothly.

EDAH YOETZET/ADVISOR (6 positions) – Each Yoetzet works with 1-2 edot as a guide and mentor, helping to build positive relationships amongst the staff, provide excellent care to the campers and facilitate communication between the *edah* staff, the camp administrators and parents. The Yoetzet is also the Parent Liaison for their particular *edot*. Background in Jewish camping, education, youth development and/or social work required.

ROSH ANAF (8-10 positions) – Our Rashei Anaf serve as department heads for program areas (art, sports, outdoors, etc.) and are charged to train and supervise staff, supervise programs, maintain a high standard of summer recreation and Jewish education, facilitate communication regarding schedules and manage supplies and a budget. Each Rosh Anaf works as a member serves on a committee that reports to the Program Director. Job descriptions for these positions can be found under each department heading in this packet.

JUDAIC COORDINATOR or RABBINIC ADVISOR (1-2 positions) – These professionals will work to ensure that Camp Ramah in California's standard of Jewish education is met through all camp programs on the *edah*, specialty and communal level. Responsibilities might include: a) serve as a resource to counselors in their bunk and evening programs b) work with *va'adot* of counselors on *t'fillot* c) work with specialists to combine their areas of recreation with Jewish education d) help coordinate camp-wide programs such as Tisha B'av, Y'mei M'yuchad and Shabbat e) run a Beit Midrash program for older campers f) help to coordinate and teach staff education classes under the guidance of the Rosh Hadracha. Graduate studies in Jewish education, Jewish Studies, Rabbinics or Jewish Communal Service required.

RAKAZ (1 position) – Works to oversee the logistics of transportation and supply acquisitions for the camp. Specific responsibilities include coordinating transportation (buses, rental cars, etc.), canteen, Ramah's supply requisition and purchasing system. The Rakaz works with Camp Director and Business Director of the camp.

STAFF RESOURCE & PROGRAM COORDINATORS (2 positions) – Staff Program Coordinators work to plan and institute a weekly schedule of staff training workshops, as well as social programs for the staff's enjoyment during "off time." Some summers our Staff Resource & Program Coordinators also manage Ramah's supply requisition and purchasing system. This job can be divided or shared.

SPECIAL PROGRAMS COORDINATORS (2 - 4 positions) – The Special Programs Coordinators perform many functions vital to the everyday running of camp that include logistical and creative oversight of the following programs: 1) Etgar Program of recreational activities for 9-10<sup>th</sup> grade campers 2) Off site camping trips & adventure programs (surfing, kayaking, bike riding, etc.) 3) *Kef Li* recreation program for 3 – 6<sup>th</sup> grade campers 4) Bunk bonding activities. These Coordinators will also provide support to the Program Director helping the specialists to be successful at camp and serve as a resource to counselors in their daily program needs. These responsibilities are split amongst either 3 or 3 Special Programs Coordinators throughout the summer. Experience in camping, creativity and organization a must!

## **Madrachim (Counselors)**

Ramah *madrachim* are assigned to work with campers in a unit of 3<sup>rd</sup> thru 10<sup>th</sup> grade campers (Mador work with 3<sup>rd</sup> thru 7<sup>th</sup> only). *Madrachim* report to their Rosh Edah (Unit Head).

SENIOR COUNSELORS (65+ positions) – Supervise and care for the well-being of campers, ensure camper safety, plan and lead camper programs as well as cabin and *edah* programs and assist specialists while campers are at the specialty area on a semi-regular basis. Counselors are also expected to attend educational workshops throughout the week. All cabin counselors live in the bunks with the campers. Senior counselors are either graduates of the Mador/Madrega program or already in college.

JUNIOR COUNSELORS (5+ positions) – Supervise and care for the well-being of campers, ensure camper safety, plan and lead camper programs as well as cabin and *edah* programs and assist specialists while campers are at the specialty area on semi-regular basis. All cabin counselors live in the bunks with the campers. Junior

counselors are recent high school graduates, and are expected to participate in a greater number of staff education hours per session than Senior Counselors.

MADOR COUNSELORS (50 positions) - Supervise and care for the well-being of campers, ensure camper safety, plan and lead camper programs as well as cabin and edah programs and assist specialists while campers are at the specialty area on a semi-regular basis. All cabin counselors live in the bunks with the campers. Mador counselors are entering high school seniors, and are expected to fully immerse themselves in a 10-hour a week training program.

### **Moomchim (Specialists)**

All specialties are taught through a lens of Jewish education and must combine technical skills in the field of recreation with Jewish/Israel-based values, concepts, culture and language as much as possible. In addition to specialist duties, *moomchim* are expected to participate in all-camp wide activities, join a specific *edah* for certain programs and serve as an overall *doogma* to the camp community. Madregot serve the camp as first year specialists entering the 12<sup>th</sup> grade while immersing themselves in an 8-hour a week training program. Each *moomcheh* reports to the Rosh of their department.

### **Omanut (Visual Arts)**

ROSH OMANUT (1 position) – Responsibilities include supervising the visual arts program at camp, supervising specialists in Omanut, serving as a resource to other staff members interested in including art in their program and teaching classes in their own area of specialty. Prior supervisory experience and a background in Jewish art education required.

ARTS & CRAFTS (1 position) – Prepare and implement creative lesson plans that will enhance and expand the campers capabilities in the areas of painting, drawing, crafts, mosaics and a variety of other mediums.

JEWELRY (1 position) – Prepare and implement creative lesson plans that will enhance and expand the campers capabilities in the art of jewelry making.

CERAMICS (1 position) – Prepare and implement lesson plans that will enhance and expand the campers ability to sculpt, throw and use other mediums to create and design ceramic creation.

WOODWORKING (1 position) – Prepare and implement lesson plans that will enhance and expand the campers ability to design and create one-of-a-kind pieces out of wood and tools with an eye towards safety. Teach skills in design, measuring, execution, safety and more.

OTHER (1 position) – At times there is a need for art specialists in such areas as weaving, costume design, sculpture, etc.

### **Schiya (Swimming)**

ROSH SCHIYAH (1 position) – Responsible for water safety, staff supervision and training, coordination of swim lessons and supervision for off-site aquatic activities. Lifeguard certification, WSI and previous experience in supervisory role on the waterfront required.

LIFEGUARD/SWIM INSTRUCTORS (8 positions) – Create and implement lesson plans that will assist each camper in strengthening, improving and adding to their swimming skills in a supportive environment. Must also supervise free-swim and creative pool activities. Lifeguard certification and First Aid/CPR required, WSI strongly preferred.

## **Cultural/Performing Arts**

ROSH CULTURAL ARTS – Work to supervise all performance and cultural arts based programs (dance, drama, music, singing), supervise specialists in Cultural Arts and serve as a resource to other staff members interested in including the arts in their program. The Rosh Cultural Arts may also teach classes in their own specialty. Background in a specialty of cultural arts and employee supervision preferred.

ROSH MUSICA (1 position) – Must work with the Rosh Shira and other music staff to teach Jewish and popular Israeli songs to each *edah* in a semi-formal setting throughout the session, accompany the Rosh Shira on the piano (or guitar) during *shira* in the Dining Room, serve as Music Director for the camp-wide musical and work with the dance staff to producing a camp-wide performance concert with submissions from each *edah*. Proficiency in a musical instrument strongly preferred, and a background in teaching and employee supervision.

DANCE (2-3 positions) – Develops and implements creative dance routines for daily classes that focus and specialize in Israeli Dance, and also incorporate other dance styles (hip-hop, jazz, African, etc.) that are appropriate for male and female campers. Responsible for leading camp-wide dance sessions before lunch and dinner, preparing one *edah* each week to perform a Shabbat dance on Friday night and producing a camp-wide concert with submissions from each unit along with the singing staff.

ROSH SHIRA (2 positions) – Responsible for teaching Jewish and popular Israeli songs to each *edah* in a semi-formal setting throughout the session, leading *shira* in the Dining Room daily and preparing one *edah* each week to perform a Shabbat song on Friday night. Responsible for working with the dance staff to produce a camp-wide performance concert with submissions from each *edah*.

MUSIC/BAND (2 positions) – Prepare and implement activities that will expand and enhance younger campers' capabilities in an instrument of choice (i.e. drums), and serve as the director of a rock-band for older campers that combines American, Israeli and other World music. Work with campers to record their music onto a CD. Proficiency in a musical instrument required, and recording knowledge helpful.

DRAMA (2 positions) – Develop and implement lesson plans that will expand, enhance and teach campers skills in acting, movement, directing and other components of dramatic expression. Responsible for directing three musical-theater performance in Hebrew. Must have experience in acting, directing, stagecraft and play production.

PIANO (1 – 2 positions) – Responsible for accompanying all *edah shira* sessions, *chadar ochel shira* sessions and accompanying the camp-wide musicals. Must have experience with both sheet music and playing by ear.

DRUMMING (1 position) – Develop and implement lesson plans that will teach campers how to express themselves through *darbuka* drums in a group environment.

COOKING (1 position) – Develop and implement creative ways to teach campers about cooking terminology, the laws of *kashrut* and recipes.

## **Sports**

Members of the Sports staff are expected to provide daily instruction for their specialty area, and also to assist the Rosh Sport in running the Maccabiah (Sports Day) each session.

ROSH SPORT (1 position) – Must supervise the camp sports program (basketball, soccer, tennis, etc.), train and supervise staff, coordinate and follow schedules, organize the camp-wide Maccabiah and oversee sports-related elective activities (karate, fencing, etc.).

SOCCER (1 position) - Create and implement a soccer program using drills and other games to enhance and teach campers' skills in both American and Israeli soccer. Must have previous experience in both competitive soccer and teaching.

TENNIS (1 position) – Design and implement a program that will engage and enable campers to improve or learn skills required to be a successful tennis player using drills, games and other activities. Previous teaching and playing experience required.

BASKETBALL (1 position) – Design and implement a program using drills, games and other creative ways to enhance and strengthen campers' basketball abilities. Experience coaching and/or playing required.

GENERAL SPORTS (2 positions) – Assist in the design and implementation of a variety of sports activities and skill building programs to support, strengthen and develop campers' skills. Must have experience in all sports activities and have some teaching/coaching experience or potential.

FENCING (1 position) – Develop and implement a program to teach campers the skills necessary for successful and safe fencing. Must have previous experience in both fencing and instruction.

SELF DEFENSE (1 position) – Must design and implement routines, drills and sequences for campers to gain skills in hand-eye coordination, strength, discipline and an appreciation for the different martial arts forms. Previous teaching experience required.

ARCHERY (1 position) – Create a program to enhance camper's skills in archery including but not limited to safety precautions, hand-eye coordination, concentration and aim. Archery certification preferred.

FITNESS (1 position) – Develop and implement a program to teach campers about the many ways they can lead a healthy lifestyle both in camp and out. Design a program that includes: sports, stretching, healthy food choices, yoga and other activities that promote healthy living.

ULTIMATE FRISBEE (1 position) – Create a program to enhance camper's skills in Ultimate Frisbee. Lead campers through warm-ups, drills and games with an eye towards fitness, skill, team spirit and fun.

### **Chinuch (Education)**

The Chinuch department provides education for campers that must strike a balance between formal and informal methods and includes the Judaic Studies program and Israel program.

ROSH CHINUCH (1 position) – Overall supervisor of the formal Jewish education programs at Ramah, including Judaics, Israel and t'fillah. The Rosh Chinuch is responsible for staff supervision, teacher training and curriculum management. A background in education with a relevant advanced degree is needed.

ROSH YAHADUT (1 position) – Work to supervise the formal Judaic program at camp - oversee the use of curriculum, train and supervise teachers, coordinate the Yahadut schedule and calendar and create a weekly *Limmud* for camp. A background in education is needed.

ROSH YISRAEL (1 position) – Work to supervise the formal Israel education program at camp - oversee the use of curriculum, train and supervise teachers, coordinate the schedule and calendar and promote Israel and Hebrew language around camp. A background in education is needed.

JUDAIC TEACHER (8-10 positions) – Use the camp's curriculum for 4<sup>th</sup>-8<sup>th</sup> grade campers to implement lesson plans that will bring the campers closer to understanding Judaism as a religion, cultural and ethical way of life. Each teacher will also develop their own elective option for 9<sup>th</sup> grade campers.

ISRAEL TEACHERS (5 positions) – Design and implement lessons, games and activities that will bring campers closer to understanding their Zionist roots. The Israel program will focus on culture, language, geography and current events. Israel teachers will also transform the camp into an environment that promotes Israel through signs, announcements and other creative ideas.

MACHON EDUCATORS (3 positions) – Design and implement lessons and activities that will engage 10<sup>th</sup> grade campers in Judaic studies and recreational programs. Themes should include *tikkun olam*, Israel, Jewish identity and other ideas brought by the staff. Machon Educators will also lead recreational programs for 9<sup>th</sup> and 10<sup>th</sup> grade campers.

### **Tikshoret (Media Arts)**

The Tikshoret department provides programs for campers in areas of Media Arts. Although each staff member should have at least one area of specialty, they should be prepared to work with all mediums.

ROSH TIKSHORET (1 position) – Responsibilities include management of media arts activities (video, digital photography, newsletter), staff supervision, Camp Ramah summer website (photos, news, etc.) maintenance and production of the end-of-session video.

VIDEO (1 position) – Design and implement creative lesson plans that will enhance and expand the campers capabilities in video shooting, editing, story development and directing using a variety of techniques (claymation, computer animation, etc.). Work with the campers to produce and screen a video that highlights each session's programs. Experience in video production and ability to use the camp's software and equipment required.

DIGITAL PHOTOGRAPHY (1 position) – Design and implement creative lesson plans that will enhance and expand the campers capabilities in digital photography. Work with campers to maintain the photo section of the camp's summer website. Experience in photography required.

PODCASTING (1 position) – Design and implement creative activities that will enhance and expand the campers capabilities in digital broadcasting. Work with campers to create and produce their very own digital radio shows that combine camp life, camper interests and Jewish themes to be shared with the camper and parent community.

JOURNALISM (1 position) – Design and implement creative lesson plans that will enhance and expand the campers capabilities in journalism through the maintenance of the newsletter section of the camp's summer website and the publication of a camp-wide newsletter.

### **Gan**

The Gan is our day-camp program open to children of staff members not yet old enough to join overnight campers.

ROSH GAN (1 position) – Responsible for the camp program for staff children 2 years thru 2<sup>nd</sup> grade. Must train and supervise staff, coordinate fieldtrips, create a rotation for babysitting and create and implement a daily program. Early Childhood education experience required.

GAN COUNSELORS (5-6 positions) – Supervise and care for the well-being of campers ages 2-7, ensure camper safety, plan and lead camper programs that focus on physical movement, creative development and interpersonal skills. Gan Counselors will also participate in a daily rotation of evening babysitting.

### **Outdoors**

The Outdoors department includes activities in ropes course, hiking and survival skills. Specialists in this department should be prepared to assist in all areas, in addition to their area of focus. Specialists in the Outdoors department will also assist various *edot* in planning and running their overnight trips.

ROSH OUTDOORS (1 position) – Responsibilities include supervision of outdoors program and activities (ropes course, hiking survival skills), staff training and supervision, leading activities in own area of specialty and coordination of overnights and trips. A background in outdoor education, training on a ropes course, CPR/Wilderness First Aid and experience in supervision is preferred.

S'GAN ROSH OUTDOORS (1 - 2 positions) – Assist the Rosh Outdoors in developing and implementing a curriculum for the various outdoor programs. Assist the outdoor specialists in designing and implementing creative and safe lesson plans for the different outdoor areas including ropes course and camping trips.

ROPES COURSE/CAMPING TRIPS (6 positions) – Must develop and implement ropes course activities to help build a feeling of community among the campers and staff as well as enhancing campers' self-esteem through positive reinforcement. Must be trained to run a ropes course (Camp Ramah can possibly assist in providing this training – please contact the camp for more details). Also responsible for helping to plan our poof campus camping trips.

HIKING (1 position) – Create a program that will teach and enhance camper's skills in hiking, outdoor safety and caring for the natural environment. Must be able to integrate *t'fillah* into program during special early-morning hikes. Certification in CPR and First-Aid (Wilderness) preferred.

NATURE/SURVIVAL SKILLS (1 position) – Design and implement a program that will engage campers and enable them to improve or learn skills in outdoor survival (ex: hiking, knots, outdoor cooking, etc.) or nature (plant life, animals, etc.). Previous teaching and outdoor safety experience required.

### **Tikvah – Amitzim & Ezra**

Tikvah is Camp Ramah in California's program for campers and young adults with special needs. Included is the Amitzim edah for campers complete with a Rosh Edah and counselors (see above). Ezra is the vocational program for young adults, aged 18 – 25, with special needs. Participants in the program take on jobs at camp while also attending workshops on independent living skills and enjoying group outings.

ROSH EZRA (1 position) – Charged with overseeing the vocational program for young adults with special needs. Specific responsibilities include staff training, case management, coordinating and teaching workshops in independent living skills and working with the Program Director on job placements for the participant. The Rosh Ezra works under the supervision of the Tikvah Director and must have a background in special education and Jewish programming.

EZRA COORDINATORS (2 positions) – Responsible for working with special needs young adults in the Camp Ramah vocational program. Specific responsibilities include case management, coordinating and teaching workshops in daily living skills, program planning and participant supervision. A background in special education and Jewish education is required.

TIKVAH PROGRAM/EDUCATION COORDINATOR (1 position) – This individual will plan and implement programs in Judaic studies and sports for Amitzim campers, run an Amitzim buddy program with campers in the oldest *edah*, assist Amtzim counselors with evening programs, coordinate Sensitivity Workshops for all edot in camp and assist the Ezra program when needed. Experience with special education and Jewish programming required.

### **Medical Staff**

The Medical Staff at Camp Ramah in California meets the medical needs of around 800 people each session. The infirmary is staffed by a doctor-in-residence, nurses, clerks and an Infirmary Manager who supervises the staff.

NURSE (6 positions) – Responsible for medication disbursement, providing routine and emergency first aid care, maintaining medical records and communicating with parents. Appropriate medical certification required and a background in child (school, camp, etc.) nursing experience preferred.

HEALTH CARE CLERK (2 positions) – Responsible for assisting in the keeping of records, administering medication, running errands, data entry and facilitating out-of-camp doctor appointments.

## **Administrative Staff**

OFFICE MANAGER (1 position) – Responsibilities include management of camper database, answering busy phones and assisting parents, coordination of daily mail and package system and tracking office supplies.

SUMMER COMMUNICATIONS COORDINATOR (1 position) – This individual will work hard during the summer to tell the story of Ramah to parents, alumni and other members of the community outside of camp. The Communications Coordinator will maintain our summer website, taking and posting photographs, writing articles, etc. They will also coordinate weekly e-mails to parents of campers. If qualified, this individual will also oversee other technological areas of camp (computer, sound equipment, etc.).

OFFICE ASSISTANT (1 position) – Responsibilities include assisting the Office Manager in fielding phone calls and distribution of daily mail and packages, and assisting the Merkez in logistical needs of camp (transportation, supplies, etc.).

LOGISTICAL & RESOURCE ASSISTANTS (1-2 positions) – Responsibilities include assisting the Rakaz with transportation, coordinating supply purchasing and distribution, tracking expenses and assisting the Office Manager and Rakaz with business needs.

BUS DRIVER (1-2 positions) – Transport campers to and from activities primarily in the Ojai or greater Ventura county area. Must be safe, punctual and experienced with driving for youth. Appropriate license required.

# CAMP RAMAH IN CALIFORNIA

## Mission Statement\*

### Core Statement

Camp Ramah in California creates religious educating communities in which campers and staff learn skills for a life committed to God, Torah, the Jewish people and *tikkun olam*. Such communities support and strengthen Jewish identity and experiences fostered in the home, the synagogue and the school.

### Break-Out Goals

Ramah communities embody a powerful combination of the following educational and Jewish characteristics:

- ℵ Regular spiritual exploration of, and engagement with, traditional Jewish texts, prayer, practice and values,
- ℵ A profound communal ethic of treating “the other” with *kavod* and compassion in one’s personal relationships.
- ℵ A participatory Judaism which fosters and nourishes ever-increasing Jewish confidence, skill, observance, Hebrew ability and a sense of joyous Jewish living
- ℵ A passionate, unabashed commitment to, and connection with, the renewal of the Jewish people in its homeland – the State of Israel and to Klal Yisrael throughout the world.
- ℵ A caring, encouraging approach to personal growth and individual religious experience which interact to form Jewish identity
- ℵ A religious commitment to social justice and the ecological welfare of the world God entrusted us to nourish and protect.
- ℵ An openness to creative and reflective religious and educational innovation within the framework of Conservative Jewish values and practice
- ℵ Intensive immersion in a total Jewish environment of Jewish arts and culture, sports and daily living through which one discovers and develops personal commitments and paths to God.
- ℵ A commitment to creating the future professional and lay leadership of the Conservative Movement.

Affiliated with the National Ramah Commission and under the educational auspices of the University of Judaism, Camp Ramah in California works in partnership with institutions of the Conservative movement in the *Western United States*.

*\*This mission statement was last updated in 2003 by the Camp Ramah in California Strategic Planning Committee.*