Beth El Day Camp

1324 North Avenue New Rochelle, New York 10804

(914) 235-2700, ext. 256 Fax (914) 235-2718 jrockowitz@bethelnr.org

Julie Rockowitz, Director

Part Time Day Camp Administrator

Beth El Synagogue of New Rochelle is looking to hire a part time day camp administrator, 20 hours per week. Reporting to the camp director, the ideal candidate serves as a key adviser to the day camp executive team and an active participant in making strategic decisions affecting the summer program. S/he will possess excellent communication skills both verbal and written. S/he is task oriented, organized, and able to manage multiple projects at a time.

Beth El Synagogue Center is a large, multi-generational, egalitarian congregation, located in New Rochelle (where Quaker Ridge Road meets North Avenue), and is affiliated with the United Synagogue of Conservative Judaism. We thrive on activity. Our energetic members and guests of every age come to Beth El for spirituality, learning, socialization and recreation.

Essential Functions:

- High energy and passion for Beth El Day Camp's mission is essential.
- Bachelor's degree in Marketing, Communications, Graphic Design, or other related field.
- Experience in Camping is preferred.
- Proficiency of Microsoft office tools.
- Organization and handling of files and records.
- Ability to influence and engage a wide range of employees and clients while building long-term relationships.
- Handle and file children's records.
- Verbal communication with children and other staff.
- Possesses good leadership abilities, management, and organizational skills.
- Flexible and adaptable style; willing to engage in all areas of camp.
- Strong organizational and time management skills with exceptional attention to detail.
- Execute and track social media activities (Facebook, Twitter and Instagram).
- A professional and resourceful style, the ability to take initiative and to manage multiple tasks and projects at a time.

Contact Julie Rockowitz, jrockowitz@bethelnr.org, 914.235.2700 x256.