



UPDATED
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CURRENT JOB OPPORTUNITIES AT THE CAMDEN KROC CENTER

January 2020

Please contact me directly if you or someone you know is interested in any of these opportunities

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Remember! All applicants must have an understanding of and appreciation for the Mission of The Salvation Army and the Camden Kroc Center's Core Values.

Aquatics Manager

Department: Program/Aquatics

Reports To: Center Administrator

Status: Exempt

Salary: Commensurate with TSA Manager Salary Range

Supervises: All Aquatics staff including Lifeguards, Swim Instructors, Slide Attendants, etc.

Schedule: Full-Time Hours. Schedule will include days, nights, weekends and holidays

Function: The Aquatics Manager oversees the daily activities, reporting, training, and operations of the Aquatics Center in order to provide quality programming and services to members, guests, and visitors; all aspects of staff management (recruitment, retention, communications, performance, scheduling); strategic planning and promoting the direction of aquatics programs; sales and marketing initiatives; facility space usage by groups.

Certification Requirements:

- Certified Lifeguard Instructor; Preferably Current American Red Cross Lifeguard Instructor
- Certified in AED, CPR, First Aid; Certified Water Safety Instructor (WSI) and WSI Trainer
- Certified Lifeguard Instructor Training
- Professional certification preferred: NEMT or First Responder
- Need to become Aquatic Facility Operator when training becomes available

Minimum Qualifications:

- Bachelor's Degree in Recreational Management, Business Management or another relevant field
- Minimum 4+ years of prior work experience as a lifeguard in an aquatic setting with progressive levels of responsibility in developing, planning and, managing aquatic facilities, staff and programs.
- Must be able to assist, develop, and administer budgets, staff development, membership service, and community relations. Committed to comprehensive and in-depth analysis and implementation of every work effort.
- Demonstrated leadership skills, problem solving capabilities, and the ability to maintain a positive attitude at all times while interacting with Kroc employees, guests, and the general public. Excellent organizational skills and the ability to carry out multiple tasks efficiently and accurately.
- Must be able to demonstrate a passionate desire to contribute to the ongoing development of innovative and excellent fitness, wellness, and athletic programs offered at the RJKCCC.
- Must have good verbal and written communication skills and be able to provide direction in a clear manner.
- Must have a working knowledge of Microsoft Office (Word and Excel) and have a familiarity with using general email applications.
- Able to work weekends/holidays/evening hours as needed and must have willingness and ability to travel locally.

Title: Aquatics Supervisor

Department: Program/ Aquatics

Reports To: Aquatics Manager

Salary Grade: \$15.00

Status: Non-Exempt

Supervises: Supervises all staff in the absence of the Aquatics Manager

Schedule: Part Time, < 29 hrs./wk; Seasonal Full Time (40 hrs. /wk) June 15 – Aug 15).

Includes days, nights, weekends, holidays Must be able to work at least one weekend per month.

Function: Under the direction of the Aquatics Manager, the Aquatics Supervisor will assist with the day to day operations of the aquatics center and the administration of programs. The coordinator will organize resources for the effective supervision, training, and development of the aquatics staff. The coordinator will manage staff work schedules, coordinate the pool use schedule of various programs and activities, and complete various routine clerical and administrative tasks. The coordinator will be responsible for ensure timely and effective communication concerning aquatics center activities and programs

Qualifications:

- Must meet all Lead Lifeguard requirements PLUS -
- Two years previous Lifeguard Supervisory experience preferred and three years of active life guard employment
- Ability to independently complete pool chemical and safety checks
- American Red Cross:
 - Lifeguard Certification or equivalent
 - Water Safety Instructor Certification preferred
 - Lifeguard Instructor Trainer preferred
- Previous customer service work experience required.
- Water Aerobics Class, Parent Child Classes (Mommy and Me etc.) instruction experience a plus.
- Able to work weekends/holidays/evening hours as needed and must have willingness and ability to travel locally.

Title: Education Program Attendant

**Immediate
Hiring**

Department: Programs/Education

Reports To: After School & Camp Supervisor

Salary Grade: \$11.00/hr.

Status: Non-Exempt

Supervises: N/A

Schedule: Part-Time Hours, Mon – Fri, 2:30-7:30pm (shifts vary by program schedule, including some holidays)

Function: Under supervision of the After School & Camp Supervisor, the Education Program Attendant will perform a variety of duties as needed for the successful operation of after school programs, camps and other activities. Duties include but not limited to:

- Walk to local sites to accompany children from school or the bus stop to Kroc Center. **Note – this requirement involves from 1 – 1.5 miles in all types of weather.**
- Assist children with homework in one-on-one and group settings
- Aid teachers during classes by participating with children, passing out materials, cleaning up, helping individuals with their projects
- Serve snacks and meals, including keeping meal counts

Qualifications:

- Minimum age requirement – 18 years old
- One-year experience working with children preferred
- Ability to walk, sit, stand, play and be active with children for long periods of time. Must be able to lift and carry 45 pounds

- Ability to build relationships with students, parents, and guests. Must have effective verbal and written communication skills and be able to provide clear direction.
- Able to provide evidence of a clear TB test and a physical indicating ability to work
- CPR/First Aid is a plus, must be able to complete once hired; NJ Health & Safety Training is a plus, must be able to complete once hired

Title: Lead Instructor (Teacher)

Department: Program

Reports To: Education Manager/Arts Supervisor

Hire Date: June 22, 2020

Salary Grade: \$20.00/hour

Status: Hourly, Non-exempt

End Date: August 21, 2020

Schedule: Seasonal Full-Time or Seasonal Part-Time

Supervises: N/A

Function:

Under the leadership of the Education Manager or Arts Supervisor this position is responsible for providing a safe, caring and enriching learning environment for children enrolled in the Salvation Army Kroc Center's summer camp. The Lead Instructor will be responsible for developing and implementing an instructional program/curriculum that accommodates multiple learning styles. The Lead Instructor will provide guidance to Summer Camp Counselors, who are responsible to assist in teaching, coaching and supervising campers. Lead Instructors are those, who can develop, lead, and deliver curriculum in one or more of the following areas: character education, sports, health wellness & fitness, STEM, percussion & STOMP, dance, drama, music, art, outdoor education and Bible.

Minimum Qualifications

- 60 credits of college level courses and at least 4 classes in education and/or content area (specifically character education, sports, health wellness & fitness, mathematics, science & technology, drums, dance, drama, music, art life skills) or must be able to provide proof of planning and delivery of content.
- Teaching/coaching experience is required.
- Bilingual Spanish/English preferred.
- Experience working with children of varied ages and abilities in an urban setting is required.
- Be reliable and dependable.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Work a flexible schedule to meet program staffing/planning needs.
- Must get for a TB test or chest x-ray with insignificant results; a physical by doctor or appropriate medical professional indicating eligibility to work; fingerprinting and pass a background check.

Title: Behavioral Intervention Specialist

Department: Program

Reports To: Education Manager

Hire Date: June 22, 2020

Salary Grade: Hourly, \$20.00/hour

Status: Non-exempt

End Date: August 21, 2020

Schedule: Seasonal Full-Time

Supervises: N/A

Function:

Under the leadership of the Education Manager this position is responsible for providing a safe, caring and supportive positive discipline summer day camp experience, especially for campers who present behavioral, intellectual, and/or social emotional challenges. In collaboration with the Education Manager and Camp Supervisor, the specialist will develop and execute a response plan for campers who need accommodations, behavioral and/or crisis interventions. The specialist will assist with staff training and coaching as needed

Minimum Qualifications

- Min Age Requirement - 21 years old.

- 2 years college coursework completed (Associates Degree preferred) or training in SEL.
- Min 3 years prior experience working with children with special needs; with youth with challenging behaviors as a social worker, special education teacher, BCBA, learning specialists.
- Bilingual Spanish/English preferred.
- Exercise mature judgment and sound decision making.
- Ability to keep confidences, and practice professionalism.
- Communicate effectively both orally and in writing.
- Keeps calm in emergency or confrontational situations.
- Extremely detail oriented and able to keep detailed records.
- Working knowledge of personal computer applications (Microsoft Word, Excel, PowerPoint)
- Be reliable and dependable.
- Work a flexible schedule to meet program staffing/planning needs.
- Must get for a TB test or chest x-ray with insignificant results; a physical by doctor or appropriate medical professional indicating eligibility to work; fingerprinting and pass a background check.

Title: AM/PM Team Leader

Department: Program **Reports To:** After School & Camp Supervisor **Hire Date:** June 22, 2020
Salary Grade: \$20.00/hour **Status:** Hourly, Non-exempt **End Date:** August 21, 2020
Schedule: Seasonal Full-Time **Supervises:** Summer Camp Counselors

Function:

Under the leadership of the After School & Camp Supervisor this position is responsible for providing a safe, caring and enriching learning environment for The Salvation Army Kroc Center’s summer day camp. The Team Leader will be responsible for leading staff in the distribution of snacks and meals, group management, developing & scheduling before/after care activities, and communication with parents/guardians.

Minimum Qualifications

- Professional level first aid and CPR
- 60 credits of college level courses and at least 4 classes in education, social work, psychology, recreation.
- Experience developing activities and leading program staff.
- Bilingual Spanish/English preferred.
- Experience supervising children of varied ages and abilities in an urban setting is required.
- Be reliable and dependable.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Must get for a TB test or chest x-ray with insignificant results; a physical by doctor or appropriate medical professional indicating eligibility to work; fingerprinting and pass a background check.

Title: Summer Camp Counselor

Department: Program **Reports To:** After School & Camp Supervisor **Hire Date:** June 22, 2020
Salary Grade: \$11.50/hour **Status:** Hourly, Non-exempt **End Date:** August 21, 2020
Schedule: Seasonal Full-Time or Seasonal Part-Time **Supervises:** N/A

Function:

Under the leadership of the After School & Camp Supervisor this position is responsible for providing a safe, caring and enriching learning environment for children enrolled in the Salvation Army Kroc Center’s summer camp. Counselors are responsible for leading groups of students in assigned activities, safeguarding students and implementing discipline procedures. Counselors are responsible for conducting themselves in an appropriate

manner by setting an example for children, parents/guardians, and co-workers in alignment with The Salvation Army's core values.

Minimum Qualifications:

- 18+ years of age, HS Diploma or GED equivalent preferred.
- Bilingual Spanish/English preferred.
- Experience working with children of varied ages and abilities in an urban setting is required.
- Be reliable and dependable; exercise mature judgment and sound decision making; communicate effectively both orally and in writing.
- Work a flexible schedule to meet program staffing/planning needs.
- Must get for a TB test or chest x-ray with insignificant results; a physical by doctor or appropriate medical professional indicating eligibility to work; fingerprinting and pass a background check.

Title: ***Guitar and Piano Instructors***

Department: Programs/ Education

Reports To: Visual/Performing Arts Supervisor

Salary Grade: \$ 20.00/p/hr.

Status: Non-Exempt

Schedule: Part time up to 20 hours per week; weekday evenings & Saturdays

Function: Provide piano or guitar instruction on a weekly basis or as scheduled

QUALIFICATIONS:

- Must be able to read AND teach music proficiently
- Bachelor's degree or equivalent required.