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## Job Posting

**Job Title:** Camp Director      **Department:** Camp Jaycee  
**Employment/Status:** Professional      **Employment/Classification:** Exempt/Full-time

**Location:** Administrative Office: 985 Livingston Ave., North Brunswick, NJ  
Camp Location: 223 Ziegler Rd, Effort, PA

**Description of Camp:** New Jersey Camp Jaycee a residential summer camp for children and adults with intellectual and developmental disabilities. A collaborative effort between the New Jersey Jaycees and The Arc of New Jersey. Camp Jaycee has been in operation since 1975 and is proud to be accredited by the American Camp Association. The camp is located in Effort, Pennsylvania in the Pocono Mountains; the administrative office is in North Brunswick, New Jersey.

**Responsibilities:** The director is responsible for onsite leadership of the residential summer camp program, overseeing the daily operations of the summer resident camp, including food service program, business, healthcare, camper and staff supervision/recruitment. The position is based in North Brunswick, NJ (off Season) and Effort, PA (in Season).

**Immediate Supervisor:** Executive Director      **Direction of Others:** Camp Staff

**Qualifications:** Applicants must possess a Bachelor's degree in a related field, at least 3 to 5 years of experience in management and supervision of special needs camp and staff. Certified in CPR and First Aid. Excellent crisis intervention skills. Excellent knowledge of program and activities specific to special needs camp. Excellent communication and organizational skills. Valid driver's license, own vehicle, with good driving record and the ability to be insured by The Arc of New Jersey's automobile insurance carrier.

**Salary Range:** As per agency Guide.

**Disclaimer Clause:** This job description and specifications are not intended and should not be construed to be an exhausted list of all job responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the principle requirements of the position within this Agency's operation. The Arc of New Jersey is an Affirmative Action / EEOE Employer

**EMAIL:** Letter of interest and resume on or before 11/30/15 to: [tbaffuto@arcnj.org](mailto:tbaffuto@arcnj.org)