



Key Responsibilities

The Assistant Director will serve as a central member of Ramah Boston's leadership team, supporting all aspects of camper recruitment, program planning, communication, and community engagement. This position is ideal for a highly organized, relationship-oriented professional who enjoys working collaboratively to make camp magic happen year-round.

In specific, the Assistant Director will take the lead on the following responsibilities:

Camper Recruitment & Family Engagement

- Serve as a welcoming and knowledgeable first point of contact for prospective families.
- Respond to inquiries and guide families through the camper journey—from initial interest through registration and enrollment
- Plan, publicize, and execute recruitment events including open houses, parlor meetings, synagogue visits, and virtual info sessions.
- Maintain up-to-date records of prospective families and communication touchpoints using Constant Contact, CampMinder, and other systems.
Collaborate with the registrar to support application design, registration roll-out, and ongoing enrollment management.
- Track registration trends, including division capacities, waitlists, and growth opportunities.

Program Design & Implementation

- Collaborate with the Ramah Boston team on daily schedules, program planning, and logistics for all camp activities (including electives, tefillot, and special events).
- Communicate with specialists and program leaders before and during camp to ensure they are well-prepared and supported.

- Coordinate field trips and select in-house special events, working closely with program and operations staff.

Transportation Operations

- Develop and oversee camper transportation logistics, including route mapping, coordination with host sites, and communication with families.
- Create bus schedules and associated CampMinder forms, assign bus counselors, and monitor bus registrations and capacities throughout the season.

Communications & Marketing

- Oversee updates to the camp website, ensuring content for current and prospective families is current, engaging, and informative.
- Contribute occasional social media posts and coordinate updates to local synagogue and school contact lists.
Support the development of family communications and materials such as the Camp Family Handbook.
- Coordinate Clergy Visits and Prospective Camper Days during the summer season.

Secondary Responsibilities

The Assistant Director is responsible for assisting other members of the Ramah Boston team in accomplishing the following priorities:

Camper Care & Family Communication

- Review camper applications and supplemental forms to support camper success and well-being.
- Connect with new and returning families prior to camp to gather updates and address any social-emotional or medical needs.
- Partner with the Camper Care team to document family conversations and ensure a smooth, supportive experience for every camper.

Staff Recruitment & Support

- Assist with staff recruitment and onboarding, including occasional interviews and outreach through community networks and schools.

- Support the placement and supervision of *shlichim* (Israeli staff) and other specialty roles.
- Help coordinate staff training and contribute to ongoing staff morale and retention efforts.

Administrative & Miscellaneous

- Manage forms and registration tasks in CampMinder, including communication with families about outstanding paperwork and payments.
- Contribute to community-building and retention initiatives, including birthday messages, school visits, and seasonal check-ins with families.
- Take on a wide range of “other duties as assigned”—the joyful unpredictability that makes camp life special!