



**YOETZ/ET
(PARENT LIAISON & CAMPER CARE SPECIALIST)
JOB DESCRIPTION**

(Updated 10/2022)

The Yoetz/et (Parent Liaison & Camper Care Specialist) is part of the senior leadership team and is responsible for the care and individual needs of campers and staff in an *edah* (division). The individual must develop a strong, positive relationship with the camp leadership, counselors, other staff members, campers and parents.

Qualifications:

- Dedication to the Camp Ramah mission and vision.
- Educational experience in social work, psychology, education, or child development – undergraduate degree required.
- Experience working with children ages 5-11 in an educational or recreational setting.
- Maturity and professionalism: must be able to work effectively with other staff, address camper social and emotional needs discretely, and maintain confidentiality in work with campers, staff, and parents.
- Strong oral and communication skills: must be able to communicate efficiently with staff and parents, as well as maintain proper documentation.
- High-level organizational skills.
- Flexibility: must be a team-player and address problems as they arise.

Primary responsibilities include:

1. Work with Camp Director to ensure every child within the camp community is happy, healthy, safe, and successful at camp. This also includes working with our Assistant Director, nurse, and *Tikvah* (Inclusion) Director to ensure follow-up of individualized camper needs.
2. Liaison with parents to communicate specific camper concerns and updates with families. Some of this work may need to occur in the evenings or on a Sunday.

3. Mentor *Rosh Edah* (Unit Head) to help problem solve and strategize issues and concerns with campers and/or staff.
4. Support general operations and camp programming.
5. Partner with Summer Leadership Team, including Camp Directors, Roshei Edot, Tikvah Director, Camp Nurse, and Specialists.
6. Review camper files prior to the start of camp, which may include contacting some families before camp begins.
7. Work with staff during training week to develop a plan to carry out camper needs.