

Job Description

Operations Manager

Supervisor: Associate Director or Director

Qualifications

- Previous leadership experience
- Previous camp or other large organization work experience
- Previous OSRUI experience preferred
- Undergraduate degree preferred
- Must submit a health history record and examination form prior to the first day of work.

Responsibilities

- Supervise seasonal logistics, including liaising with kitchen and security vendors, opening and closing day procedures, and coordination of visitors.
- Manage (non-JAFI) international staff experience during the summer, oversee welcoming activities, onboarding, housing, cultural integration, and wellbeing of all international staff during the summer.
- Daily on-site check-ins with Wolfoods kitchen manager to ensure all dining hall and kitchen operations are running smoothly and to communicate any meal or snack needs or changes.
- Greet all Shabbat guests and ensure a good experience including pre-visit communications, nametags, welcoming, giving directions, checking people out at the end of the visit, and making sure rooms are ready for overnight guests.
- Meet with security guards at shift changes to ensure smooth transition and transfer of information.
- Work with supervisor to identify other areas to support the day to day operations of camp.