



We have an opening at the Jewish Community Center for a **Basketball Instructor** to join our team. This part time position is located at both of our facilities (Creve Coeur and Chesterfield) and with potential for offsite locations too. Our basketball programming takes place indoors on hardwood gymnasium floors.

Summary:

To provide quality instruction and enhance players' skills, aiding them in reaching the highest possible level of accomplishment in basketball. To build quality relationships with families and athletes who participate in our basketball program as well as in other J programming. This position will build a clientele base for private instruction as well as provide instruction/support within our existing programs such as Start Smart Basketball, Maccabi Basketball Academy, Mac and Jeannette Brown Youth Basketball League, clinics, camps, etc.

Responsibilities:

- Provide individual and group instruction to clients developing lessons to match the needs and goals of our clients.
- Together with supervisor, create and run programs and clinics.
- Ensure that all activities are conducted in a safe manner and within JCC guidelines.
- Provide quality customer service at all times; respond to members' needs. Communicate, in writing, for supervisor to follow up if necessary.
- Keep track of all clientele information following JCC guidelines.
- Schedule lessons accordingly and within policy using appropriate software program.
- Process transactions (if necessary), ensure payment is received, and document all lessons for payroll.
- Make sure your area of use is kept clean and orderly.
- Other duties as assigned by supervisor.

Desired Qualifications:

- Must have a High School Diploma or GED; current college student or graduate is preferred.
- Background in basketball is a prerequisite
- High school playing experience acceptable, college and professional experience is preferred
- Prior teaching of or coaching of basketball is preferred
- Ability to maintain athletic facilities
- Ability to accept guidance and supervision
- Ability to network and recruit more clients while promoting program.
- Must be able to communicate with members, coworkers and supervisor in a professional manner
- Prior customer service experience is desired. Must be able to provide excellent customer service to our members.
- Good character, integrity and adaptability
- Enthusiasm, and patience
- Basic skills in Microsoft Office Suite are required (Word, Outlook, Excel, Access). Must have demonstrated ability to learn new software programs. CSI NG is required for this position; training will be provided.

For more information about the J, please see our website: www.jccstl.org .

To apply, please submit your resume, cover letter and J application to careers@jccstl.org . Please indicate the position for which you are applying in the subject line of your email. The J's application is available on the employment section of our website for printing. Note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.