



The Jewish Community Center has an opening for a part time **Family Center Program Assistant** to join our team. This position will work across both of our locations approximately 20 hours per week.

Summary: Role assists the Family Center Supervisor in providing appropriate supervision of department programming at our Marilyn Fox facility in Chesterfield, MO and at our Staenberg Family Complex in Creve Coeur. The Family Center provides programs and outreach to meet the needs of Jewish families with children ages 0-5. Programs typically includes classes as well as special Jewish holiday and community events including Tour De Fun and other collaborative efforts i.e. support groups with hospitals, classes and events in collaboration with other organizations, and open play.

Job Duties and Responsibilities

- Work with Family Center Supervisor to plan, provide supervision, and implement department programming and community events.
- Coordinate registrations and room reservations for Family Center programming.
- Attend quarterly Family Center Program planning meetings.
- Attend committee meetings, as needed, to support departmental programming.
- Maintain and foster relationships with parents and children.
- Assist in promoting agency programs and services, including assisting, as needed, with other JCC special programs for families with children ages 0-5.
- Ensure compliance with safety and emergency policies.
- Follow and enforce all JCC policies.
- Attend all mandatory meetings.
- Other duties as assigned by supervisor.

Qualifications

- High School Diploma or GED is required
- Degree in related field (Education, Social Work, Psychology, etc.) or comparable work experience is preferred
- Must have/maintain current American Red Cross CPR/First Aid certification
- Good Customer Service skills are required
- Strong written and verbal communication skills are necessary
- Ability to multi task and make adjustments due to various daily needs is necessary
- Professional appearance and pleasing personality
- Must be able to perform the physical requirements of the position, which may include lifting up to 30 pounds, bending, squatting, sitting, and reaching.

To learn more about the J, please see our website www.jccstl.org

To apply for this position, please submit your resume, cover letter and complete J application to careers@jccstl.org . Please be sure to put the title of the position you are applying for in the subject line

of your email, "Family Center Program Assistant". Our application is available for printing from the employment section of our website. Please not 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.