



Job Posting

The Jewish Community Center has an opening for a **Family Center Supervisor** to join our team. This 27 hour per week part time, non- exempt position is based at our Creve Coeur location. Candidates for this position must be able to travel between our locations and those of our community partners as necessary for meetings.

Summary:

The Family Center Supervisor is responsible for providing leadership and vision for the Family Center and KidZone at the Staenberg Family Complex and working in tandem as partners with the Marilyn Fox Building Family Center supervisor in providing programs and outreach to meet the needs of Jewish families with children 0-5. Programs typically includes classes as well as special Jewish holiday, community events and other collaborative efforts i.e. support groups with hospitals, classes and events in collaboration with other organizations, and open play.

Responsibilities:

- Provide leadership and vision for the Family Center programs by setting yearly goals, establishing policies and objectives, engaging lay committees and volunteers being sure to address the needs and interests of the Family Center community as well as the mission of the department.
- Supervise KidZone Coordinator at Staenberg Family Complex building.
- Work with KidZone Coordinator to outreach to participating Jewish families in KidZone.
- Work in collaboration with community partners, synagogues, Jewish Federation, Concierge for Young Jewish Families and PJ Library in reaching out to engage young families into the Jewish community.
- Staff appropriate committees as needed (ie: Mom's Action Committee)being sure to utilize committee to plan upcoming programs/classes, maintain active ongoing communication/partnership with chair and committee, utilize committee members to engage families into the JCC, and maximize the use of committee members' skills.
- Attend department meetings at the JCC and related meetings in the St Louis Jewish community to represent program.
- Oversee and monitor program budgets and financial expectations; work in partnership with Agency departments on budgets and fundraising/sponsorship.
- Work collaboratively with Early Childhood Centers, JCC departments, Family Center Supervisor at Fox, and colleagues in the St Louis Jewish Community to plan programs and activities for the Family Center.

- Work with the JCC Marketing department to develop program marketing plan and materials for the Family Center. Use personal outreach to build community.
- Create programs and classes that directly respond to the needs and interest of Jewish families with young children ages 0-5.
- Assist, as needed, with other JCC special programs for families with children ages 0-5.
- Responsible for scheduling classes, hiring, supervising and working with instructors and/or teaching class directly, creation of class curriculum, recruiting participants, handling registration, reserving rooms, and program evaluations/quality.
- Represent the department at Family Center programs and activities. Welcome participants at beginning/end of ongoing programs if not directly teaching. Help connect participants to the Ruth & Harold Sher Center of Jewish Life and to the JCC.
- Other duties as assigned by supervisor.

Qualifications:

- BA/BS degree in related field (Education, Social Work, Psychology, etc.).
- Prior experience working with children, preferably early childhood age.
- Excellent written and verbal communication skills.
- Prior experience working with volunteers or volunteer organizations.
- Demonstrated ability to manage projects from conception to completion.
- Must be a team player who is able to work across departments.
- Demonstrated ability to perform community outreach.
- Able to handle shifting priorities.
- Competent in Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook).

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

To apply for this position please submit your resume, cover letter, and completed J application to careers@jccstl.org . Please indicate the title of the position you are applying for in the subject line of your email, "Family Center Supervisor (Creve Coeur)". The application is available for printing from the employment section of our website. 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.