



Job Posting

The Jewish Community Center has an opening for a **BBYO Program Director** to join our team. This full time position includes our employee benefits package and works across both our Creve Coeur and Chesterfield locations.

Summary: Program Directors play a key role in the success of the JCC and BBYO by working closely with teens to create strong programs, develop leadership skills and make their chapters great. This is an amazing opportunity to make an impact in the St. Louis area by engaging with and inspiring Jewish teens to do great things. The J's partnership with BBYO brings this dynamic youth group onsite at the J for both members and the community at large. The BBYO Program Director helps teens create Jewish activities that are fun, dynamic, and providing them the tools, resources, and guidance to program in a way that adds value, meaning and identity to their lives.

You:

You love working with teens. You're creative, quick on your feet and you like your job to change every day. You're not the kind of person who wants to sit behind a desk. You have an infectious personality and you love getting others to join you in changing the world. You're a problem solver and you're good at juggling multiple priorities at once.

What You Get to Do as a Program Director:

- Work directly with teens to create impactful, fun and dynamic programs
- Mentor teens and deliver leadership training
- Manage and train volunteers
- Recruit new members to join BBYO and to attend summer programs
- Help plan and run overnight conventions
- Create and manage annual program calendar, budget and timeline
- Build partnerships and networks in the community
- Work cross departmentally at the JCC to target and develop programs and relationships with teens for example, Day Camp, Camp Sabra, Nishmah, Girls Got Game, etc.
- Attend summer camp (but this time you're in charge!) You'll serve as Teen Camp Director for the J Day Camps which includes providing assistance and support to Camp Director in planning, supervision and direction of Teen Camp program as well as staff training and supervision. Participate in regular meetings to plan and implement camp programs reflective of camp goals and in support of Agency mission, goals, and objectives. Connect day campers and staff to BBYO.

What You Learn as Program Director:

- How to run a small business as you develop skills in budgeting, membership, marketing, sales, HR and event planning
- How to analyze and track data to drive decision making
- Influence and leadership acumen as you inspire others to action
- Relationship building as you network with and travel to other BBYO communities

Qualifications:

- Minimum of BS/BA in related field (i.e. Jewish Studies, Social Work, Education); MA/MS is preferred.
- Prior experience working with teens/ young adults is required.
- Past experience as a youth group member or advisor is preferred.
- Must be able to travel in support of conventions and meetings, includes overnight travel
- Strong written and verbal communication skills are necessary.
- Demonstrated ability to use Microsoft Office Suite (Outlook, Word, Excel, Power Point, Access)
- Demonstrated supervisory and leadership skills are necessary
- Organizational skills must be well developed
- Prior budgetary experience is preferred.

To learn more about the J, please see our website www.jcctl.org and to learn more about BBYO, please see, www.bbyo.org

To apply for this position, please submit your resume, cover letter and completed application to careers@jcctl.org . Our application is available for printing from our website. Please note this is not an online form.

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