



We have an opening at the Jewish Community Center for a **Club Supervisor, Lafayette Prep**. The J runs an after school programs at Lafayette Preparatory Academy, 1900 Lafayette Ave St. Louis, MO 63104. This is a part time position. The position is primarily located at Lafayette's location, though on occasion responsibilities will be at our Creve Coeur and Chesterfield location, especially during the summer. Position is Monday-Friday afternoons though occasional evening and weekend hours are necessary in support of promotional opportunities such as camp fairs, school open houses, etc. Program at Lafayette Prep runs Monday-Friday 2:45pm-6:15pm.

Summary:

To plan & implement youth programming for grades K-5 at Lafayette Prep in the afternoons, with a particular emphasis on The Club, Vacation Days, JCC Day Camp. After School Enrichment and other related responsibilities as assigned.

Essential Tasks:

- Hire, train, supervise, mentor, and evaluate staff to carry out assigned programs and activities. Ensure all employees are current on required certifications and safety training. Set clear expectations for each member of the team, hold accountable, provide guidance and feedback on a regular basis.
- Use defined program goals to plan quality programs and activities that achieve revenue/participation goals and are delivered within agreed upon budget. Manage of and prepare program budgets yearly in coordination with department supervisor and Finance department.
- Plan, staff, and implement programming for youth (grades K-5).
- Work with and supervise children of all abilities and needs on a daily basis.
- Observe participant behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, teach and monitor proper use of equipment, and apply appropriate behavior management techniques.
- Plan and implement "Vacation Day" programs for when area schools have planned days off.
- Act as liaison between the J and the school
- Maintain parent communications including phone calls, e-mail, and face-to-face discussions.
- Maintain all written records, including attendance, waivers, and parent manual.
- Together with Marketing and Director, Day Camp and Youth Programming, develop marketing plans and materials for programs.
- Working with accounting department and Director, Day Camp and Youth Programming, to ensure all Club families are up to date on payments.
- Attend staff orientation and meetings when necessary.
- Maintain state licensing.
- Maintain a professional image by wearing a staff shirt, nametag, having a neat personal appearance, and choosing appropriate dress with regard to activity requirements.
- Adhere to all JCC and departmental policies.
- Provide quality customer service.
- All other duties as assigned by supervisor.

Qualifications:

- Bachelors Degree in a related field is preferred.
- Current American Red Cross CPR/First Aid Certification is required. Training is provided.
- Desire and demonstrated ability to work with children.
- Previous child care experience essential and knowledge of children's activities for all ages.
- Ability to supervise participants/staff & to provide hands on assistance if needed.
- Strong written and verbal communications skills are necessary; must be able to communicate effectively and positively with customers, colleagues, and staff.

- Demonstrated proficiency in Microsoft Office Suite (Word, Access, Excel, PowerPoint).
- Must be able to proactively resolve situations.
- Able to accept supervision and guidance.
- Ability to plan creatively, organize, problem solve, and carry out daily and special programs.
- Display enthusiasm, sense of humor, patience, self-control and be accessible to staff.
- Auditory, visual, ambulatory, cognitive, communication and physical ability to complete major tasks; including, but not limited to: lift up to 20lbs, able to work outside in summer heat and humidity during Day Camp, able to sit/stand/move around campus,
- Ability to work a flexible work schedule.

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. 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.