

The Jewish Community Center has part time opportunities for **Early Childhood Specialist Instructors** to join our team. Ideal candidates should be willing to provide instruction at either of our locations, Creve Coeur and Chesterfield, depending on each center's needs. Part time employees at the J are eligible for complimentary membership to the J, participation on our 403b plan, and, if eligibility requirements are met, may receive program discounts and participate in our pension.

Overview:

The J's Early Childhood Program is accredited by the State of Missouri and licensed by the Missouri Department of Health and Senior Services. We use the Project Construct and Conscious Discipline Curriculum frameworks and focus on character-development, value-driven programming for our students. We provide care for children ages 6 weeks – 5 years of age in a safe, warm, nurturing environment that helps children feel good about themselves and the world around them. Our program operates from 7am to 6pm, Monday - Friday. Applicants should have flexibility to work within our operating schedule. Specialist instructors provide inquiry-based experiences for children that support classroom instruction in a variety of content areas. Examples of specialist instruction include, but are not limited to: Science, Nature, Sensory, Cooking, Art, Judaics, and Music & Movement.

Responsibilities:

- Plan and deliver inquiry-based curriculum
- Coordinate instruction with teachers to support ongoing classroom curriculum
- Maintain open communication with Directors to ensure alignment with the center's goals and philosophy
- Set up, take down and clean program delivery area
- Document learning through visual displays around center and on the parent communication portal
- Communicate and interact appropriately with children
- Communicate professionally with parents and coworkers. Maintain a professional attitude at all times.
- Follow all Missouri licensure and JCC guidelines in the course of your work
- Attend staff meetings, special events and trainings as required
- Incumbent in the position is required to become First Aid and CPR certified upon hire (training provided) and certification must be kept current.
- Maintain a neat and clean appearance
- Be punctual and maintain good attendance
- Other duties as assigned by supervisor

Qualifications:

- Minimum age of 18 is required.
- High School Diploma (or GED) required. College degree is preferred.
- Must have education, credit hours, certification or experience in area of specialization.
- Prior experience working with children is required.
- Prior educational experience is desired.
- Prior experience using the Project Construct Curriculum Framework is desired, but training can be provided.
- Must be proficient with computers, including Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Access)
- Strong written and oral communications skills
- Demonstrated customer service skills
- Demonstrated ability to work within a team environment
- Must possess strong organizational skills and ability to multi task in a dynamic environment.
- Able to physically stand, walk, bend, stoop, kneel and lift children up to 50lbs.
- Able to accompany children outside to playground

Early Childhood Employees are required to become registered with the MO Family Care Safety Registry. Active registration must be maintained for employment at our center. Annual TB testing and current Hepatitis A vaccinations are required per state regulations.

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

To apply, please submit your cover letter and resume to careers@jcctl.org . Please indicate the title of the position you are applying for in the subject line of your email. Our application is available for printing from the employment section of our website. Please 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