



The Jewish Community Center is seeking a part time **Kidzone Assistant Coordinator** to join our team. This position is part time at approximately 20 hours per week with a schedule which includes weekend hours. Kidzone is open 8:00am to 12noon (weekdays), 8:00-12:30pm (weekends), 4:00pm to 8:00pm (weekdays) and occasional Saturday evenings. Position will work at both of our locations, Creve Coeur and Chesterfield.

**Summary:** Kidzone and Game Zone provide baby/child sitting to our members while they work out. Role assists the KidZone/Game Zone Coordinator in providing appropriate supervision of programming at our Marilyn Fox facility in Chesterfield, MO and at our Staenberg Family Complex in Creve Coeur.

#### **Job Duties and Responsibilities**

- Coordinate community birthday parties for both Kidzone and Family Center spaces.
- Provide appropriate supervision of KidZone/Game Zone programming and staff when manager on duty, ensuring a safe, clean, interactive environment where children and youth can play, grow, and explore is provided.
- Cover shifts, as needed, in KidZone and Game Zone.
- Maintain accurate attendance numbers and monthly reporting.
- Ensure staff follows all procedures and policies of Kidzone.
- Maintain and foster relationships with parents and children.
- Assist in promoting agency programs and services.
- Ensure compliance with safety and emergency policies. Be able to lead the team in the event of an emergency.
- Follow and enforce all JCC policies.
- Attend all mandatory meetings.
- Perform miscellaneous job-related duties as assigned.

#### **Qualifications**

- High School Diploma or GED is required
- Degree in Early Education or comparable work experience is required
- 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](http://www.jccstl.org)

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

of your email, "Kidzone Assistant Coordinator". Our application is available for printing from the employment section of our website. Please note 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.