



## Job Posting

The Jewish Community Center has an opening for a part time Kidzone Coordinator to join our team. Kidzone and J Game Zone provide drop off babysitting services to our members so that parents have a safe place for their children while they work out. Hours of operation at both locations are mornings, seven days per week, 8a to 12:30p and Monday- Thursday evenings from 4p to 8p. Kidzone and Game Zone serve children ages 6 weeks to 12 years old (Game Zone is ages 5- 12 years old).

**Summary:** This part time, 25-28 hour/week position provides leadership to our KidZone and Game Zone operations at our Marilyn Fox facility in Chesterfield, MO and at our Staenberg Family Complex in Creve Coeur.

### Job Duties and Responsibilities

- Ensure a safe, clean, interactive environment where children and youth can play, grow, and explore is provided.
- Plan and prepare age appropriate activities for children ages 6 weeks-12 years in all programs, coordinating with our Early Education Department/staff, and ensure that operations are consistent between the Fox and SFC locations.
- Ensure staff provides general care to and interaction with children.
- Manage inventory and procurement of all supplies needed.
- Hire, train, supervise and evaluate part time staff, including KidZone Assistant Coordinator.
- Manage schedule of part time staff to ensure proper staff to child ratio is maintained.
- Plan and conduct staff meetings and trainings.
- Work with Director to create and follow budget.
- Log attendance, reservations, emergency contact information, and other required paperwork.
- Create/update policies and procedures and ensure compliance accordingly on an on-going basis.
- Maintain and foster relationships with parents.
- Work with Marketing Department to promote and market programs.
- Assist in promoting agency programs and services.
- Ensure compliance with safety and emergency policies.
- 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 for 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, please submit your cover letter and resume to [careers@iccstl.org](mailto:careers@iccstl.org) . Please indicate the title of the position you are applying for in the subject line of your email, "Kidzone Coordinator". 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