



We have openings at the Jewish Community Center of St. Louis for **Pre & Post Care Coordinator** in our 2016 Summer Day Camp program. These seasonal positions are available at both our Creve Coeur and Chesterfield locations. Pre & Post Care runs Monday-Friday for 11 weeks, May 31st to August 12th.

Duties include:

- Attend mandatory staff orientation and Parents' Meet and Greet on May 22nd & May 24th to May 27th.
- Supervise, train, and assist in evaluating Pre and Post Care staff.
- Work with Camp Director to ensure that Pre and Post Care provides a safe and fun environment for children and staff.
- Create work schedule for Pre and Post Care staff.
- Plan activity schedules for campers in Pre and Post Care.
- Coordinate swim time with Aquatics Director.
- Assist in procedures for camp operations including ordering of supplies, record keeping, parent pick up and drop off, swimming, snack and camper assessments.
- Communicate with parents in an appropriate and customer oriented manner.
- Provide quality customer service at all times.
- Recognize and respond to opportunities for problem solving.
- Guide group/individual campers to participate successfully in all aspects of camp activities.
- Observe camper behavior, assess its appropriateness, and apply appropriate behavior management techniques
- Enforce and teach appropriate safety regulations and emergency procedures.
- Attend all staff meetings throughout the summer.
- Maintain good attendance.
- Follow and enforce all JCC and Day camp rules and regulations.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Minimum Qualifications:

- High School Diploma/GED required; College Degree preferred.
- Previous camp or childcare experience essential
- Previous administrative experience is a plus
- Auditory, visual, ambulatory, cognitive, communications and physical ability to complete major tasks at camp is required.
- Ability to relate to and communicate with one's peer group, parents, as well as to campers' age and skill levels is required.
- Ability to provide guidance, supervision, and engage with children in an enthusiastic manner is necessary.

- Ability to assist campers in emergency situations; including fire, evacuation, illness or injury is necessary.
- Good character, integrity and adaptability are necessary.
- Enthusiasm, sense of humor, patience and self control are necessary.
- Past Judaic experiences preferred
- Current American Red Cross CPR/First Aid certification is required for certain camps (training provided if necessary)
- Note that some camps require successful registration on the Missouri Family Care Safety Registry as a condition of employment. If required, this registration must be maintained in good standing for continued employment.

For more information about the JCC and Day Camp, please see our website: www.jcctl.org

To apply, please complete the Day Camp Counselor Application form and return it following the instructions on the application. It is available for printing [here](#). Note that this is not an online form. Please be sure to write which location and position you are applying for on your application.

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