



The Jewish Community Center is looking for part time **Program Assistants** to join our Inclusion team to support our Sunday Friendship Group. These part time positions work two Sundays per month during the course of the program and occasional other times for staff meetings or trainings. Program meets at our Creve Coeur location and takes trips out into the community as well.

Sunday Friendship Group provides an opportunity for adults with developmental disabilities to come together either at the Jewish Community Center or at an off campus location to socialize and make new friends two Sundays each month.

### **Responsibilities:**

- Collaborate with Inclusion Specialist to plan and arrange two events each month. This should be done with enough advance notice for marketing to take place.
- Responsible for any necessary preparations such as purchasing food, games, or activity supplies.
- Communicate with Inclusion Specialist regarding transportation, volunteer, and reservation needs.
- Arrive 30 minutes prior to the start of the event to set up or prepare for participant arrival.
- Check in participants and collect payment if necessary.
- Discuss expectations with participants prior to the start of the event.
- Communicate expectations with volunteers prior to the start of the event.
- Supervise participants and provide support according to their needs.
- Oversee and coordinate volunteer staff in their responsibilities during the event.
- Communicate regularly with parents/guardians/participants and proactively address their concerns. Keep Inclusion Specialist informed of any concerns, how the programs proceed, and about any communications which are to be sent out.
- Know and understand all safety procedures of the J. Be able to lead the participants in the event of an emergency.
- Attend all training and meetings as required.
- Write and maintain progress notes pertaining to each participant's goals
- Other duties as assigned by supervisor

### **Qualifications:**

- High School Diploma or GED is required. Minimum of 18 years of age is required.
- College degree in a related field or current college student is preferred.
- Prior experience working with adults who have developmental disabilities is required.
- Patience and ability to deal with multiple priorities at one time.
- Must be able to communicate effectively verbally and in writing.

- Current CPR/First Aid certification is a requirement of the position. Training will be provided as necessary.

Registration in good standing on the MO Family Care and Safety Registry is required for these positions.

For additional information about the J, please see our website, [www.jccstl.org](http://www.jccstl.org)

To apply, please submit your cover letter, resume and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org) . Please indicate the title of the position you are applying for in the subject line of your email, "Program Assistant-Sunday Friendship". 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.