



The Jewish Community Center has an opening for a **Sports and Recreation Supervisor** to join our team. This full-time position is primarily located at our Chesterfield location. However, candidates must be able to go to our Creve Coeur location and special event sites as necessary. Candidates should be aware that the nature of the position does require evening and weekend hours to meet program needs. Work schedule does shift between Sunday-Thursday throughout the year to Monday-Friday in the summer.

### **Position Overview**

The Sports & Recreation Department (SR) promotes wellness as the primary goal by offering programming that supports the physical, social and emotional well-being of our participants. Success is achieved through community outreach, quality programming, upholding Jewish values, professional staffing and fiscal responsibility. The SR Supervisor is responsible for development, management and evaluation of youth and adult sports programming, leagues, special events and day camp programs, curriculum, hiring and supervising of staff, and recruitment and guiding of volunteers.

### **Duties & Responsibilities**

- Plan, staff, and implement programming for adult and youth sport programs, special events, leagues and tournaments. Partner with other JCC departments (i.e. Early Childhood or Family Center) for programming ideas, needs, and audience outreach. Ensure continuity and consistency is maintained across both locations.
- Hire, train, supervise, mentor, and evaluate staff to carry out assigned programs and activities. Ensure all employees are current on required certifications and safety training. Set clear expectations for each member of the team, hold accountable, provide guidance and feedback on a regular basis.
- Together with Volunteer Coordinator, recruit, train, and mentor volunteers for Sports and Recreation programs, leagues, and special events.
- Plan, manage, and staff sports camps at both facilities (though, primarily at the Marilyn Fox building); assist with other Day Camp projects as required.
- Work with and supervise children of all abilities and needs on a daily basis.
- Use defined program goals to plan quality programs that achieve revenue/participation goals and are delivered within agreed upon budget. Manage to and prepare program budgets yearly in coordination with department supervisor and Finance department.
- Actively seek feedback from program participants through ongoing assessment of programs using JCC survey resources. Make changes or develop new programming as appropriate.
- Generate, integrate and share new ideas, using creativity and knowledge of competition, current trends and cutting edge programs.
- Manage payroll process for direct reports.
- Working with Supervisor and Human Resources, manage employee relations and disciplinary issues, with documentation, as well as properly report patron incidents.
- Observe participant behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, teach and monitor proper use of equipment, and apply appropriate behavior management techniques.
- Maintain parent communications including phone calls, e-mail, and face-to-face discussions.
- Maintain all written records, including attendance, waivers, etc.

- Together with Marketing, Youth Sports Director, Day Camp and Youth Programming Director, develop marketing plans and materials for programs.
- Attend staff orientation and meetings when necessary.
- Adhere to all JCC and departmental policies.
- Assist with other SR and JCC projects and events
- Provide quality customer service.
- All other duties as assigned by supervisor.

#### **Minimum Qualifications**

- High School Diploma/GED is required.
- Bachelors degree is preferred either in related field (Recreation Science, Physical Education, Exercise Science), or unrelated field with directly applicable work experience in sports and recreation.
- Must demonstrate successful organizational and supervisory skills.
- Must hold/maintain current American Red Cross CPR/First Aid certification (JCC can provide training)
- Must be a problem solver and one who takes the initiative.
- Must have the ability to relate in positive manner with members and fellow staff while providing exceptional customer service at all times.
- Must have proven skill in the use of Microsoft Office suite (Outlook, Word, Excel, Access and PowerPoint) and must have proven ability to learn new software programs as industry specific software will be used as part of this position.
- Must be physically capable for manual labor with the ability to lift 50 lbs
- Demonstrated ability to multi task and problem solve efficiently
- Highly developed interpersonal, written and verbal communication skills
- Ability to work a flexible schedule including nights and weekends

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

To apply, please email your resume and cover letter to [careers@jccstl.org](mailto:careers@jccstl.org) . Please include the position title for which you are applying in the subject line of your email, "Sports and Recreation Supervisor". Our employment application is available for printing on the employment section of our website. Please note that this is not an online form.

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