



We have an open position at the Jewish Community Center for a full time **Sports & Recreation Coordinator**. This full time, non-exempt position is eligible for our employee benefits package including medical, dental, paid vacation, paid holidays, paid sick days, pension, 403b, life insurance, membership and program discounts, etc. This position works at both our Creve Coeur and Chesterfield location depending on programming schedule.

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 Sports and Recreation Coordinator is responsible for management and implementation of youth and adult sports programming, leagues, special events, St. Louis Senior Olympics and day camp programs. This position works collaboratively with the Associate Director of Sports, Recreation & Aquatics, Director of St Louis Senior Olympics and the Sports & Recreation Supervisor to ensure the upkeep and quality of the sports and recreation programs.

Duties & Responsibilities

- Assist in planning, organizing and supervising of programs including but not limited to basketball, baseball/softball, soccer, flag football, racquetball, volleyball, new programming, tournaments, and special events such as Triathlons and the Labor Day Run. Generate, integrate and share new ideas, using creativity and knowledge of competition, current trends and cutting edge programs.
- Share in the responsibilities for supervision of facilities, staff, volunteers, public relations, and program management. Act as supervisor on duty for league games.
- Together with the SR Supervisors or Associate Director plan program budgets and help in managing all programs according to planned budgets.
- Work collaboratively with the Director of the St. Louis Senior Olympics and volunteers to implement a strategic plan that contributes to the continued success of the games.
- Work with Kehillah Sports Camp Director to plan, staff, lead, implement, supervise camp schedule and assist with special events and field trips, staff orientation, and help to define camp goals.
- Assist Delegation Head with JCC Macabbi Games and Artsfest programming.
- 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.
- Supervise and mentor staff to carry out assigned programs and activities. Set clear expectations for each member of the team; provide guidance and feedback on a regular basis both to the staff and to your supervisor.
- Build positive relationships with participants to ensure their quality experience and promote program participation.
- Actively seek feedback from program participants through conversation and ongoing assessment of programs using JCC survey resources. Make changes or develop new programming as appropriate.
- 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 in timely and professional manner.
- Maintain all written records including attendance, waivers, registrations, league standings, etc.
- Attend staff orientation and meetings when necessary.
- Adhere to all JCC and departmental policies.

- 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.
- Demonstrated ability to multi task and problem solve efficiently.
- Highly developed interpersonal, written and verbal communication skills
- Must hold/maintain current American Red Cross CPR/First Aid certification (JCC can provide training)
- 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 to perform manual labor, work both indoors and outdoors, and have the ability to lift up to 50 lbs.
- Ability to work a flexible schedule including nights, weekends and holidays

For more information about the JCC, please see our website, www.jccstl.org .

To apply for this position, please submit your resume, cover letter, and completed JCC application to careers@jccstl.org . Please make sure to indicate the position you are applying for (Sports and Recreation Coordinator- FT) in the subject line of your email. The JCC's application is available for printing from the employment section of our website. Note that this is not an online form; please scan and attach to your email.

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