



We have an open position at the Jewish Community Center for a full time **Sports & Recreation Coordinator**. This position works at both our Creve Coeur and Chesterfield location depending on programming schedule. Work schedule varies 3 times per year and does include weekend day(s) during certain seasons.

Full time employees at the J are 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. We have fitness, aquatics, licensed early childhood education centers and much more on-site at each of our locations!

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 & 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 Director of Youth Sports and the Director of Adult Sports & Maccabi 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, racquetball, volleyball, new programming, tournaments, and special events such as the Kids' Triathlon. 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.
- 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.
- Work collaboratively with the Director of Adult Sports & Maccabi and the St. Louis Senior Olympics steering committee to implement a strategic plan that contributes to the continued success of the games.
- Work with Hyman Multin 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.
- Teach, coach, work with and supervise children of all abilities and needs on a daily basis.
- Assist Delegation Head with JCC Maccabi Games® and Artsfest® programming.
- Build positive relationships with participants to ensure their quality experience and promote program participation.
- 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.
- 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, Sports Management), or unrelated field with directly applicable work experience in sports and recreation.
- Highly developed interpersonal, written and verbal communication skills
- 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 demonstrate successful organizational and supervisory skills.
- Demonstrated ability to multi task and problem solve efficiently.
- 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 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 and cover letter 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 along with instructions on how to submit it. 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.