



We have openings at the Jewish Community Center for **Sports and Recreation Program Assistants** to join our Sports, Recreation and Aquatics team. These part time positions are available at both of our locations (Creve Coeur and Chesterfield) depending on time of year and the corresponding sports programs and leagues on our schedule. On occasion special events may be held at additional locations.

**We are currently looking for staff who can work 8:30a-3:30p in support of Spring Break sports camps in the short term and afternoons/evenings and weekends other times of the year.**

**Summary:**

The Sports Recreation & Aquatics Department (SRA) 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. Adult & Youth Sports are a core component to the SRA Department with sports including basketball, floor hockey, baseball/softball, soccer, flag football, ultimate frisbee, volleyball and special events such as the Senior Olympics, sports camps, Triathlons, Maccabi/Jr. Maccabi and Labor Day Run.

The Sports and Recreation Program Assistant will be responsible for working with SRA staff and volunteers in order to successfully implement these programs.

**Duties include:**

- Under the guidance of the program supervisor assist with skill instruction, coaching, creation and running of drills, practice sessions, etc. for assigned programs.
- Assist with officiating as needed, including the calling of fouls, rule violations, communicating with coaches and players while maintaining a professional demeanor. Help the players to learn the game by providing explanations of calls.
- Accurately record the score of the game and required statistics for the sport.
- Under the guidance of the program supervisor assist with the set up of the facility, indoors or outdoors, for programming. This could include fields, courts, special events, etc.
- Provide quality customer service at all times while at the same time building relationships with participants to ensure they have a quality experience and promote program participation.
- Recognize and respond to opportunities for problem solving escalating to supervisor as necessary.
- Attend all staff meetings, clinics, and training sessions as requested.
- Maintain good attendance and be punctual to programs, events, games and meetings.
- Adhere to JCC and departmental policies as set forth by supervisor
- All other duties as assigned by supervisor.

**Qualifications:**

- Must be at least 16 years of age.
- Prior experience as a player, coach, referee, or scorekeeper in the sport for which you are applying is desired and preferred.
- Prior knowledge of rules of play for sports we offer is desired. Must be willing and able to learn unfamiliar sports.
- Must be able to count and calculate statistics related to the games.
- Desire and ability to work with children (for youth programs). Prior experience working with children preferred.
- Must have strong written and verbal communications skills and be able to relate across multiple groups—children, adults, parents, co-workers and supervisors.
- Must have the ability to accept guidance and supervision.
- Must be able to assist in emergency situations; including fire, evacuation, illness or injury.
- Good character, integrity and adaptability to changing situations are required.
- Enthusiasm, sense of humor, patience, and self control are required.
- Must have the auditory, visual, ambulatory, cognitive, communications and physical ability to move equipment around the playing field/court as needed.
- Must be physically capable to perform manual labor, work both indoors and outdoors, and have the ability to lift up to 50 lbs.

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

To apply for this position please submit your cover letter, resume and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org) . Please be sure to indicate the title of the position you are applying for in the subject line of your email, "Sports and Recreation Program Assistant". The J's application is available for printing from the employment section of our website where you will also find instructions on where to send it to. Please note 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.