



The Jewish Community Center has an opening for a **Squash Instructor** to join our team. This part time position will be located at our Creve Coeur location which features two international squash courts amongst our many amenities.

Purpose of Job:

To provide quality instruction and enhance players' skills in squash, aiding them to reach the highest possible level of accomplishment. To build quality relationships with families and athletes who participate in our squash program(s) and other programs at the J. This position will build a clientele base for private instruction as well as help develop squash programming.

Responsibilities:

- Provide quality customer service at all times; respond to members' needs. Communicate, in writing, for supervisor to follow up if necessary.
- Provide individual and group instruction to clients.
- Develop lessons to match the needs of our clients.
- Create programs, camp curriculum and clinics in accordance with your skill set.
- Keep track of all clientele information following JCC guidelines.
- Schedule lessons accordingly and within policy using appropriate software program.
- Process transactions, ensure payment is received, and document all lessons on employee time sheet.
- Make sure your area of use is kept clean and orderly.
- Create programs and clinics in accordance with your skill set
- Other duties as assigned by supervisor.

Desired Qualifications:

- Must have a High School Diploma or GED; current college student or college graduate is preferred.
- Background in squash is a prerequisite.
- College and advanced playing experience preferred.
- Prior teaching of or coaching of squash is preferred.
- Ability to maintain squash courts.
- Ability to accept guidance and supervision.
- Must be able to communicate with members, coworkers and supervisor in a professional manner.
- Prior customer service experience is desired. Must be able to provide excellent customer service to our members.
- Good character, integrity and adaptability.
- Enthusiasm and patience.
- Basic skills in Microsoft Office Suite are required (Word, Outlook, Excel, Access). Must have demonstrated ability to learn new software programs. CSI NG is required for this position; training will be provided.

For additional information about the J, please see our website, www.jccstl.org

To apply for this position, please send your resume, cover letter and completed application to careers@jccstl.org

Please be certain to indicate the position title, "Squash Instructor", in the subject line of your email. The J's application is available for printing from the employment section of our website. 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.