



The Jewish Community Center has an opening for a **Supervisor, The Club** to join our Day Camp and Youth Programs team. This full-time position is primarily located at our Creve Coeur location. The Club is our before and after school program for school aged children which also provides full day programming on school break and snow days.

Full time staff at the J are eligible for a benefits package which includes paid vacation, sick, and holiday time, medical and dental insurance, pension and 403b, life, long term disability, and ad&d insurances, voluntary insurance coverages, and J membership and program discounts.

Summary:

To plan & implement youth programming for school aged children with a particular emphasis on The Club, Vacation Days, JCC Day Camp, Birthday parties and other related responsibilities as assigned.

Essential Tasks:

- 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.
- 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.
- Plan, staff, and implement programming for youth (school aged). Partner with other JCC departments (i.e. SRA, Early Childhood or Family Center) for programming ideas, needs, and audience outreach.
- Work with and supervise children of all abilities and needs on a daily basis.
- 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.
- Plan and implement "Vacation Day" programs for when area schools have planned days off.
- Plan and implement programs for when specific area schools are closed due to inclement weather ("Snow Days").
- Plan and implement birthday parties for school-aged children.
- Plan, manage, and staff for J Day Camps; assist with other Day Camp projects as required.
- Maintain parent communications including phone calls, e-mail, and face-to-face discussions.
- Maintain all written records, including attendance, waivers, and parent manual.
- Together with Marketing, Director, J Day Camps and Youth Programs, and Fox Club Supervisor develop marketing plans and materials for programs.
- Attend staff orientation and meetings when necessary.
- Maintain a professional image by wearing a staff shirt, nametag, having a neat personal appearance, and choosing appropriate dress with regard to activity requirements.
- Adhere to all JCC and departmental policies.
- Provide quality customer service.
- All other duties as assigned by supervisor.

Qualifications:

- Bachelor's Degree in a related field is preferred.
- Current American Red Cross CPR/First Aid Certification is required. Training is provided.
- Desire and demonstrated ability to work with children.
- Previous child care experience essential and knowledge of children's activities for all ages.
- Ability to supervise participants/staff & to provide hands on assistance if needed.

- Strong written and verbal communications skills are necessary; must be able to communicate effectively and positively with customers, colleagues, and staff.
- Demonstrated proficiency in Microsoft Office Suite (Word, Access, Excel, PowerPoint).
- Must be able to proactively resolve situations.
- Able to accept supervision and guidance.
- Ability to plan creatively, organize, problem solve, and carry out daily and special programs.
- Display enthusiasm, sense of humor, patience, self-control and be accessible to staff.
- Auditory, visual, ambulatory, cognitive, communication and physical ability to complete major tasks; including, but not limited to: lift up to 20lbs, able to work outside in summer heat and humidity during Day Camp, able to sit/stand/move around campus,
- Ability to work a flexible work schedule.

For additional information about the J and all that we do, please see our website, www.jccstl.org

To apply, please submit your cover letter and resume to careers@jccstl.org . Please be sure to indicate the position you are applying for in the subject line of your email, "Supervisor, The Club- Creve Coeur".
Our employment application is available for printing from the employment section of our website. Please note this is not an online fillable form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's EVerify program.