



We have an opening at the Jewish Community Center for a **Supervisor, The Club @ KIPP & The Club @ Lafayette Prep** to join our team. This is a part time position. The position is primarily located at KIPP Victory School in the mornings and Lafayette Prep in the afternoons, though on occasion responsibilities will be at our Creve Coeur and Chesterfield location. Position is Monday-Friday though occasional evening and weekend hours are necessary in support of promotional opportunities such as camp fairs, school open houses, etc.

Program at KIPP runs Monday-Friday 6:20am-8:30am and Friday 1:15pm-6:30pm. Program at Lafayette Prep runs Monday-Friday 2:45pm-6:15pm.

Summary:

To plan & implement youth programming for grades K-5 at KIPP and Lafayette with a particular emphasis on The Club, Vacation Days, JCC Day Camp. After School Enrichment 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 (grades K-5). Partner with other JCC departments (i.e. 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.
- Serve as liaison between the J and Missouri Department of Health and Sr. Services to ensure both programs have and maintain the state childcare license
- 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").
- Act as liaison between the J and each school.
- 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 and Director, Day Camp and Youth Programming, develop marketing plans and materials for programs.
- Earn 12 continuing education credits per year.
- Attend staff orientation and meetings when necessary.
- Adhere to all JCC and departmental policies.
- Provide quality customer service.
- All other duties as assigned by supervisor.

Qualifications:

- Bachelors Degree in a related field is preferred. 60 college semester hours are required, 12 hours of which must be in child related course work or 24 months of experience and 12 college semester hours in child related course work are required.
- 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.

The Club Supervisor is required to become registered with the MO Family Care Registry. Active registration must be maintained for employment in this position. Annual TB testing and current Hepatitis A vaccinations are required per state regulations.

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

To apply for this position please submit your resume, cover letter, and completed J application to careers@jccstl.org . Please indicate the title of the position you are applying for in the subject line of your email, “Supervisor- The Club”.. The application is available for printing from the employment section of our website. Note that 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.