



The Jewish Community Center has an opening for an **Imanu Program Instructor** to join our team. This position works part time on an as needed basis at both of our locations, Creve Coeur and Chesterfield.

**Summary:** The Imanu Program Instructor is responsible for facilitation programs related to the Imanu Center (New Mother's Programming at the J), including lactation consultations, mothers' groups, and parent education and other related classes and trainings. Class times vary, and generally run for 6-week sessions. Consultations are scheduled at the instructor's and families' convenience. Instructor will need to arrive early for set-up and stay after for clean-up as well as allot time for meeting and planning with supervisor as necessary.

### **Job Duties and Responsibilities**

- Prepare for, organize, and facilitate classes for the Imanu Program within the Family Center such as Fourth Trimester and Nursing Moms Group
- Coordinate with Family Center Supervisor to create curriculum, support materials, and resource lists as related lactation support and parent education.
- Provide individual and group lactation support services to new and expectant families.
- Create and facilitate parent and teacher education classes through the Family Center.
- Work collaboratively with Early Childhood Centers, JCC departments, Family Center Supervisors, and colleagues in the St. Louis Jewish Community to create and facilitate programs and classes that meet the need of new parents.
- Meet with Family Center Supervisor prior to the start of each class/program and discuss plans.
- Determine what supplies are required for activities, review with supervisor for approval and purchase if necessary.
- Clean-up between activities and after each program.
- Provide quality customer service at all times.
- Maintain good attendance.
- Perform miscellaneous job-related duties as assigned.

### **Qualifications**

- BA/BS degree in a related field is required (Education, Social Work, Psychology, etc.)
- Master's Degree in related field is desired
- CLC Certification (Certified Lactation Counselor) is required
- Prior experience working with parents and with children ages 0-5 years is required
- Must have ability to relate and communicate with parents
- Experience in leading group process/facilitation is required
- Demonstrated ability to manage projects from conception to completion is necessary
- Ability to multi task and make adjustments due to various daily needs is necessary
- Must be team player who is able to work across departments.
- Competent in Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook).
- Ability to work collaboratively with supervisor and accept guidance and supervision
- Good character and sense of humor

- Strong written and verbal communication skills are necessary
- Auditory, visual, ambulatory, cognitive, communications and physical ability to complete major tasks for class

For more 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 and resume to [careers@jccstl.org](mailto:careers@jccstl.org) . Please note the J's employment application is available for printing on the employment section of our website and is not an online form.

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