



The Jewish Community Center has an opportunity for a part time **Maccabi Delegation Head** to join our Sports and Recreation team. Candidates for this position will need to have flexibility in their schedule to meet the needs of the program which will include evening and weekend meetings. Candidates must be available to attend the Games themselves and the spring Delegation Head meeting.

### Summary

The Maccabi Delegation Head is the face of Team St. Louis. This is a part-time position, 5-10 hours per week depending on the needs of the program and full-time the week of the games. This year, the St. Louis Delegation will be attending the JCC Maccabi Games in San Diego, CA, August 2-7, 2020. The Delegation Head will arrive in San Diego on July 30, 2020.

The JCC Maccabi Games are an Olympic-style sporting competition held each summer in North America and are the second largest organized sports program for Jewish teenagers in the world. Since their inception in 1982, the Games have grown from a small pilot project in one host community to an annual event that welcomes thousands of competitors and fans to multiple sites nationwide. Today, more than 6,000 teens, ranging from 12-16 years of age, participate in the JCC Maccabi Games each summer, providing teens with a defining Jewish experience that they will remember for the rest of their lives. During the JCC Maccabi Games, which span five days, athletes compete in a wide variety of sports such as baseball, basketball, soccer, flag football, track and field, volleyball, golf, table tennis, and swimming. The sports competitions are held in various sporting venues throughout the city. Each year, the Games are kicked off with Olympic-style Opening Ceremonies at a favorite hometown arena.

### Key Responsibilities

- Serve as the delegation's primary contact with the Host Community and JCC Association.
- Recruit all Games participants for the local delegation.
- Disseminate information received from the host community and JCC Association or developed by the Games Committee, to coaches, athletes, artists, chaperones, and parents.
- Act as the spokesperson for the delegation within the agency and in the community as a whole.
- Attend the spring delegation head meeting in San Diego on March 22-23, 2020.
- Attend the Games themselves (August 2-7), and handle all issues which arise between the delegation and the host community.
- Select, train and orient coaches and athletes.
- Work closely with other St. Louis JCC professionals on all aspects of the Games.
- Ensure all athletes, artists, chaperones, and coaches required paperwork is fully completed and on-time in order to avoid late fee charges. This includes all athlete, artist, adult confirmation kits fully loaded in proper order into the JCCA system, coaches background checks, participant medical forms, etc., as well as the online confirmation of all participant roommate requests, required team and specialty info (tennis, swimming, dance), etc. as required by the registration system.

## Qualifications

- High School diploma or GED is required; Bachelors Degree is preferred.
- Two years of related work experience, particularly in project management is required.
- Prior work experience with a not-for-profit organization is desirable.
- The week of the Games will require considerable time above and beyond the normal 40-hour work week.
- The Delegation Head must be able to work with a wide variety of volunteers and staff; and to remain calm while working under pressure.
- Have a basic understanding of most sporting events taking place at the games.
- Excellent written and verbal communications skills including excellent ability to communicate over the phone.
- Demonstrated expertise in all Microsoft Office applications (Word, Excel, PowerPoint, Outlook) is required.
- Demonstrated ability to learn new software applications as required for your position is required.
- Ability to work independently as well as part of a team
- Ability to recognize and respond to change
- Ability to problem solve and offer solutions
- Excellent people skills
- High energy and ambitious
- Willing to contribute at any level

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 and resume to [careers@jccstl.org](mailto:careers@jccstl.org) . Please be sure to include the title of the position you are applying for, "Maccabi Delegation Head", in the subject line of your email. The J's 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.