



Minnesota JCC

JOB DESCRIPTION

TITLE: School Age Program Staff
DEPARTMENT: Youth and Family
STATUS: PT
CLASSIFICATION: Non-exempt
SUPERVISOR: Youth Coordinator

POSITION SUMMARY

This position provides classroom supervision for the JCC's recreational after school and school release programming. Staff members are responsible for providing quality care for elementary aged students, including creating and leading age appropriate activities/games/projects, assisting with homework, maintaining a respectful and positive classroom environment, and always prioritizing safety. Club J afterschool care typically runs from 2-6 PM. School release days are full day programs, and typically include a field trip or event. These are based on school district vacation schedules.

ESSENTIAL FUNCTIONS

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee in this position. Activities, duties and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Create and maintain an engaging, respectful, and welcoming classroom environment that is clean and organized
- Plan and lead developmentally appropriate activities such as gym and outdoor games, arts and crafts, supplementary academic curriculum and other topics as assigned
- Manage group and individual behavior. Log and report behavior if necessary.
- Build and maintain strong relationships with students, families, and staff
- Maintain a positive attitude and dedication to providing exceptional customer service
- Prioritize safety at all times and ensure compliance with JCC policies and guidelines surrounding COVID-19 prevention
- Adhere to policies related to boundaries with participants
- Attend required abuse risk management training
- Adhere to procedures related to managing high risk activities and supervising participants
- Report inappropriate behaviors and policy violations
- Follow mandated abuse reporting requirements

- Attend all staff training sessions, meetings and programs
- May include assisting with greeting students at bus stop upon arrival
- May include van driving

QUALIFICATIONS/REQUIREMENTS

- 1+ years demonstrated successful experience in a childcare setting (for example, education or youth camps)
- Interested and excited to work with school aged children in a team setting
- Classroom/Behavior Management Skills
- Demonstrated ability to plan and lead activities for school age children
- Knowledge of Jewish culture and traditions
- Commitment to equity, diversity, environmental stewardship, and social justice

COMPETENCIES

- Strong interpersonal communication skills
- Excellent verbal and written communication skills
- Proven attention to detail, time management and problem-solving skills
- Positive attitude and dedication to providing exceptional customer service
- Commitment to the highest professional and ethical standards
- Creativity and flexibility

SUPERVISORY RESPONSIBILITY

N/A

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to verbally communicate with others. This is a physically demanding job where employees can expect to spend much of the day standing and walking. Employees will be required to bend, crouch, jog, lead and play active games, and generally be mobile and able to meet the needs of school age children.

EEOC Statement: The MN JCC provides equal opportunity to employees and applicants for employment in accordance with applicable laws. Personnel decisions are made on the basis of merit and the needs of the organization. The MN JCC does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, disability, genetic information, sexual orientation, age, military or veteran status, membership or activity in a local human rights commission, or any other status protected by law.

TO APPLY

Please send cover letter and resume to Tyler Nelson, Youth Coordinator, at tylern@minnesotajcc.org.