

Job Title: Kidstown and Enrichment Manager
Department: Community Connections
Reports To: Jewish Life and Learning Professional

FLSA Status: Exempt

Prepared Date: August 2017

All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. **Mission:** Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture.

Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

Position Summary:

The Kidstown and Enrichment Manager is responsible for direct oversight of Kidstown, Enrichment programs as well as some SJCC community wide holiday celebrations. This position also assists other team members with coordinating aspects of all Youth, Family and Recreation Programs at the SJCC.

Essential Duties and Responsibilities:

- Serve as an active leader on the SJCC's cross-agency TZEvet program delivery team, working collaboratively across departments to provide high-quality programming for all demographics. Oversee some SJCC community-wide holiday programs.
- Manage Kidstown on a daily basis, including but not limited to, supervising staff, connecting with parents, creating daily quality programming that maps to the SJCC vision and values, creating daily rosters, ensuring the safety and security of the children at all times, supply inventory and the upkeep of Kidstown.
- Manage all enrichment classes on a daily basis including coordinating staff schedules and creating accurate rosters, developing enrichment offerings, negotiating contracts with 3rd party vendors, bringing in new vendors, and evaluating current vendors to ensure the highest quality of program.
- Work alongside the Community Connections team to ensure excellence in the planning, content, and implementation of all programs; ensure initiatives/programs include relevant, engaging Jewish content.
- Explore, develop, and continue to build partnerships with key community partners.
- Work collaboratively with the marketing department in creating collateral and marketing plans.
- Perform work on weekends and evenings as needed to meet applicable deadlines or scheduling needs.
- Provide ruach and energy to the child care environment and serve as a positive role model.
- Other duties as assigned.

Supervisory Responsibilities:

This position supervises the Youth Counselors in the year-round program of: Kidstown, Enrichment, and School's Out programs. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Bachelor's degree (B.A.) from a four-year college or university.

Previous experience and/or current skills must include: exceptional organizational and communication skills; ability to manage multiple projects simultaneously; must enjoy working with youth, teens, and adults; ability to inspire others in program environments; excellent customer service skills; demonstrated ability to work effectively, both independently and as part of a team.

Certificates and Licenses:

CPR/First Aid Certified required.

Computer Skills:

Working knowledge of Microsoft Word, Excel, Outlook, and PowerPoint is required.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence, and ability to speak effectively before groups of customers or employees of organization.

Math Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to the carrying out of instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent may occasionally be required to carry materials weighing up to 25 pounds.

Environmental Conditions: The work is typically performed in an office environment, with a moderate noise level. Occasional travel to other areas of the facility may be required, where the noise level is moderate to loud and environmental conditions may include slippery surfaces, crowded areas, or working near moving parts (e.g. exercise equipment). Local travel may be required.