

Job Title: Youth + Recreation Coordinator
Department: Kids + Teens
Reports To: Director, School-Age Programs + Enrichment

FLSA Status: Non-Exempt
Prepared Date: August, 2018

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 Recreation Coordinator is responsible for coordinating the SJCC's direct instruction/services for youth recreational classes/programs/camp and adult and youth sports leagues.

Essential Duties and Responsibilities:

- Create, organize, and supervise seasonal youth league programs; recruit players and coaches; train coaches; officiate games, coordinate banquets, order equipment/uniforms; schedule games/practices as needed, etc.
- Evaluate available recreation/sports opportunities for school-age youth and conceive, develop and implement new leagues/classes to fill gaps.
- Teach a minimum of 3 recreational enrichment classes per session, or as assigned by the Director, School Age Programs + Enrichment.
- Assist in coordinating other youth enrichment classes.
- Administer Adult Sports Leagues (softball, basketball, etc.): register players; assign captains; supervise team "drafts"; schedule games, officials, scorekeepers; order supplies; supervise games.
- Work as part of the J Camp team during school breaks, family camp, and summer camp.
- Collaborate with the Marketing department to create recreation/leagues marketing plan that includes class descriptions, website content, communication strategies/channels, and development and distribution of collateral.
- Perform all necessary administrative responsibilities, including but not limited to phone calls, emails, recruitment of new participants, and other program-related duties.
- Manage inventory of recreational and sports league equipment, ensuring that amount of equipment is sufficient for both SJCC and rental needs and that equipment is in good working condition.
- Perform work on weekends and **evenings** as needed to meet applicable deadlines or scheduling needs.
- Other duties as assigned.

Supervisory Responsibilities:

This position supervises scorekeepers and manages the contract with the Referees and Umpires associations. 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 in Physical Education or a related field; one to two years of related experience and/or training; or equivalent combination of education and experience.

Previous experience and/or skills must include: demonstrated effective verbal and interpersonal communication skills; customer-service orientation with specific strength in working with youth; 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. 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 Gymnasium/classroom environment with a moderate noise level. Working condition may occasionally include work near moving parts (exercise equipment); wet, humid conditions (non-weather); and work in crowded areas. Occasional travel to other parts of the facility or property may be required where environmental conditions may include slippery and or uneven surfaces. Local travel may be required.