

Job Title: Youth Sports + Recreation Manager
Department: J Kids
Reports To: Director of Programs

FLSA Status: Non-Exempt
Prepared Date: October 2022

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 Youth Sports + Recreation Manager is responsible for creating and delivering youth sports and recreational activities, including but not limited to sports/recreation/fitness classes, recreational sports leagues, J Camp Sports Camp, and JCC Maccabi.

Essential Duties and Responsibilities:

- Manage the planning, administration and operations of Youth Sports + Recreation programs and activities
- Create an engaging, relevant, and accessible program of sports skills, fitness (in collaboration with Fitness Manager), and recreational classes for youth ages 4-18
- Develop and manage Dinky Dunkers and other youth sports leagues, including planning, budgeting, recruiting, staffing, implementation and evaluation
- Lead SJCC's participation in JCCA Maccabi program: recruit, build and lead delegation, facilitate preparation and training, coordinate travel and travel with the delegation to the games
- Collaborate with J Camp Director to develop and deliver summer Sports Camp offering
- Collaborate with multiple departments, such as Fitness, J Kids, J Camp, Early Childhood School, Development, and Marketing, to create programming and materials that spark and inspire connections
- Manage, plan, and coordinate work projects to ensure that goals are accomplished within prescribed timeframe and budget parameters
- Regularly measure participant satisfaction and devise strategies to implement improvements
- Regularly perform work on weekends and evenings as needed or to meet applicable deadlines
- Communicate regularly via email, phone, Zoom/Teams and in-person with colleagues, program participants, parents, funders, partners, prospective participants, and others invested in program
- Seek opportunities to expand program offerings
- In collaboration with the Director of Programming and Marketing team, develop effective strategies to promote programs and recruit participants
- Attend required staff training and meetings
- Other duties as assigned

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.

Experience:

- Knowledge of and experience in a variety of sports, including knowledge of rules, strategies, etc. required
- 1-3 years coaching/teaching experience preferred
- Experience working with children preferred

Training and Certifications:

- Current CPR/AED Certification (Adult and Child), or willing to complete course by required deadline(s).

Knowledge, Skills, and Abilities:

- Demonstrated ability to work effectively and respectfully with diverse populations
- Knowledge of relevant safety practices
- Ability to communicate effectively with children, parents, and colleagues
- Ability to maintain appropriate professional boundaries with colleagues and SJCC guests – adults and children
- Ability to work effectively independently and in a team setting
- Ability to exercise good judgment

Additional Employment Requirements:

- Satisfactorily pass a criminal background check.
- Up-to-date with COVID-19 vaccinations, as defined by King County Public Health (employees may make requests for a reasonable accommodation in accordance with applicable laws)
- Valid passport (or ability to obtain a one by required deadline) and ability to travel internationally

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, hear, walk, and stand. The employee is occasionally required to stoop, climb, balance, kneel, bend, crouch, crawl, and reach with hands and arms. The employee is regularly required to lift, push, and/or pull persons or equipment over 50 pounds. Specific vision requirements include close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Environmental Conditions: The work is performed in an office environment, with a moderate noise level, and in various indoor and outdoor locations (program dependent), 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 and international travel is required.

The Strom Jewish Community Center is an Equal Opportunity Employer:

At the SJCC, our mission is to create community spaces for all and to practice *Tikkun Olam*, or our obligation to make the world a better place. We know that we cannot do this without providing inclusive opportunities for all and celebrating our differences. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, Veteran status, age, or any other characteristic protected by applicable law.