

School Age Program (Club J) Staff

Position Summary

In response to COVID-19 and the ever changing needs of our families, the St. Paul JCC will begin offering a full day childcare experience for school age children in need of daily supervision due to remote or hybrid learning models. Our School Age Program Staff is responsible for coordinating all aspects of this program, including providing assistance with distance learning curriculum, planning and leading developmentally appropriate recreational activities, and ensuring compliance with JCC health and safety protocols. This part-time, non-exempt position reports to the Youth Coordinator.

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.

- Assist children in completing distance or remote learning curriculum on a daily basis
- Plan and lead developmentally appropriate activities such as gym and outdoor games, arts and crafts, supplementary academic curriculum and other topics as assigned
- Create and maintain an engaging, respectful, and welcoming classroom environment that is clean and organized
- 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
- Attend all staff training sessions, meetings and programs

Desired Competencies

- Classroom/Behavior Management Skills
- Demonstrated ability to plan and lead activities for school age children
- Strong interpersonal communication skills
- Proven attention to detail, time management and problem solving skills
- Commitment to the highest professional and ethical standards

Work Environment

This position operates primarily in JCC School Age Childcare classrooms. Additional areas may include aquatics areas, gymnasium, and outdoor play space.

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.

Employees will be required to wear a mask at all times while in the JCC building.

Expected Hours of Work

Typical work days and times for this position are Monday through Friday 8:00 am to 5:00 pm, but exact shift times for this position may vary.

Required and Preferred Education and Experience

- 1+ years demonstrated successful experience in a professional childcare setting (for example, education or youth camps)
- Bachelor's Degree in Education, Child Psychology, Child Development or a related field preferred

EEOC Statement

The St. Paul 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 St. Paul 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 your resume and cover letter to Bess Brown at bessb@stpauljcc.org.