



Job Announcement

JCC East Bay Maccabi Delegation Head

ABOUT THE JCC EAST BAY

The JCC East Bay creates healthy communities inspired by Jewish values, culture, and tradition. We provide programs and gathering spaces throughout the East Bay to advance, nurture, and evolve Jewish communal life and contribute to the vitality of the broader community. Through intergenerational activities in Oakland, Berkeley, and beyond, we connect people with each other, foster learning and inspiration, provide opportunities for civic engagement, and explore contemporary Jewish life. The Center's core programs include provocative cultural events featuring emerging and established artists and thinkers; award-winning early childhood education and parenting support; lifelong learning and older adult services; youth activities including four afterschool programs and summer camp; as well as inclusive Jewish holiday celebrations for all ages. The JCC proudly serves and reflects the diverse residents of the East Bay. The JCC is located in the Bay Area, home to the fourth largest Jewish community in the United States. The East Bay includes more than 30% of that community and migration patterns show this population increasing. The JCC East Bay's expansion will meet the growing needs of this dynamic community.

Position Summary

The JCC Maccabi Games are an Olympic-style sporting competition held each summer in North America and are the second largest organized sports program for Jewish teenagers in the world. Since their inception in 1982, the Games have grown from a small pilot project in one host community to an annual event that welcomes thousands of competitors and fans to multiple sites nationwide. Today, more than 6,000 teens, ranging from 12-16 years of age, participate in the JCC Maccabi Games each summer, providing teens with a defining Jewish experience that they will remember for the rest of their lives. During the JCC Maccabi Games, which span five days, athletes compete in a wide variety of sports such as baseball, basketball, soccer, flag football, track and field, volleyball, golf, table tennis, and swimming. The sports competitions are held in various sporting venues throughout the city. Each year, the Games are kicked off with Olympic-style Opening Ceremonies at a favorite hometown arena.

The Maccabi Delegation Head is the face of Team East Bay. This is a part-time position, 10 – 15 hours per week depending on the needs of the program and full-time the week of the games. This year Team East Bay will be attending the JCC Maccabi Games in Detroit, Michigan August 4 – 9, 2019, the Delegation Head will arrive in Detroit on August 2, 2019.

Key Responsibilities

- Serving as the delegations primary contact with the Host Community and JCC Association.

- Recruiting all Games participants for the local delegation.
- Disseminating information received from the host community and JCC Association or developed by the Games Committee, to coaches, athletes, artists, chaperones, and parents.
- Acting as the spokesperson for the delegation within the agency and in the community as a whole.
- Attend the spring delegation head meeting.
- Attending the Games themselves (August 2 – 9), and handling all issues that might come up between the delegation and the host community.
- Select, train and orient coaches and athletes.
- Work closely with JCC professionals on all aspects of the Games.
- Ensure all athletes, artists, chaperones, and coaches required paperwork is fully completed and on-time in order to avoid late fee charges. This includes all athlete, artist, adult confirmation kits fully loaded in proper order into the JCCA system, coaches background checks, participant medical forms, etc., as well as the online confirmation of all participant roommate requests, required team and specialty info (tennis, swimming, dance), etc. as required by the registration system.
- Assists with additional various projects as needed

Qualifications

- Have a basic understanding of most sporting events taking place at the games.
- Excellent written and verbal communications skills
- Expertise in all Microsoft Office applications (Word, Excel, PowerPoint)
- Ability to work independently as well as part of a team
- Ability to recognize and respond to change
- Ability to problem solve and offer solutions
- Excellent people skills
- Excellent phone skills
- High energy and ambitious
- Willing to contribute at any level

Minimum Requirements

- Bachelors Degree preferred
- Two years of related work experience, preferably with a not-for-profit organization
- The week of the Games will require considerable time above and beyond the normal 40-hour work week.
- The Delegation Head must be able to work with a wide variety of volunteers and staff; and to remain calm while working under pressure.

Hiring Process [L] [SEP]

If you are an interested candidate, please describe in a cover letter, why you are uniquely qualified for this position and attach a resume. Please note the specific job title in your subject line of your email.

Please note: Prior to confirming your employment, you will be required to pass a fingerprint Live Scan and provide recent proof of a negative TB test. [L]
[SEP] Send cover letter and resume as attachments to: **Samanthak@jcc eastbay.org PLEASE NO CALLS.** [L]
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The JCC East Bay is an Equal Opportunity Employer and makes employment

decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.