About the JCC of the 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.

Position Summary - Berkeley Afterschool Director of Program Experience

Responsibilities

1. Monitor attendance and follow up with staff and parents to make sure that all children are properly accounted for. Make sure all attendance documentation is accurate and accessible
2. Supervise children during intake periods
3. ‘Float’ during enrichment activities to assist staff and children where needed.
4. Work with staff to set goals and understand the expectations of the program and their specific position.
5. Strategize and implement mechanisms for staff and students to build appropriate and transformative connections
6. Ensure licensed teacher to student ratios
7. Work collaboratively with co-director to oversee and update annual budget and monthly variance reports.
8. In partnership with co-director interview, hire and evaluate staff
9. Organize and plan staff trainings
10. Organizing and cleaning office and kid spaces
11. In partnership with co-director address student behavioral issues or special needs and implement appropriate behavior management strategies
12. Plan and participate in and attend Center holiday and other events

Parent Engagement

1. Schedule and conduct tours for all incoming families
2. Engage with parents on a daily basis, by greeting them in person or reaching/responding by email or telephone
3. Work with the Director of Program Operations to ensure all families have opted into the SMS texting system. Update on a monthly basis.
4. Update enrollment numbers and waitlist accuracy monthly and communicate with all necessary stakeholders (parents, finance, marketing)
5. Create opportunities for parent community to come together

Staff

1. Work with the JCC Controller to make sure all on-boarding paperwork is in place
2. Coordinate staff breaks, vacations and find substitutes for staff absences
3. Take notes and create action items from staff meetings
4. Oversee timesheet and proper reporting of hours

Licensing and Forms

1. Monitor location and proper use and storage of daily student attendance sheets and binders
2. Create, implement, and maintain proper registration documentation, including child and staff licensing files.
3. Create emergency binders, Sign In/Out sheets, Authorized Pick Up list, Master Roster, Transportation, Allergies list
4. Update LIC. 500 and LIC 9040

Transportation

1. Coordinate child attendance schedules and sheets and child pick-ups (walking and vehicle transportation)
2. Work with Director of Program operations to make sure vehicles are safe and properly maintained
3. Make sure all drivers have been submitted to and cleared by the JCC’s insurance

To apply to this position please send your resume and cover letter to Nina Diaz, Director of Afterschool Programs- ninad@jcceastbay.org