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 Logistics

Shared 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 enrichments 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

Enrichment Classes (Chugim)

1. Work with staff to produce high quality enrichment classes
2. Create enrichment class grids or schedules for families in advance of enrichment registration
3. Manage enrichment classes registration and make necessary changes to class schedules.
4. Monitor enrichment classes and provide feedback and support to instructors
5. Monitor enrichment budget
6. Vendor Contracts & monitoring correct payments
7. Point person for end of session family enrichment night

School’s Out

1. Organize and staff all School’s Out Programming (including scheduling field trips, onsite programming, and scheduling of all staff)
2. Manage School’s Out budget and report monthly variances

Marketing

1. Draft letters and create other parent communications as needed.
2. Produce content for weekly parent newsletter
3. Work with Marketing to produce program collateral and proper advertisement at schools and related communities
4. Work with marketing to order JCC/Afterschool merchandise.

Facility

1. Monitor and order food/supplies for Afterschool program.
2. Monitoring and updating facility needs relating to afterschool program.
3. Update and calendar out the incoming school year (create family/community events, child activities for Jewish holidays, etc.) over the summer.
4. Assisting in Specialty Camp at the Berkeley site.

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