



Director of Afterschool Programs

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

The Director of Afterschool Programs at the Jewish Community Center of the East Bay will lead, supervise and inspire a team of five afterschool directors to help create unique and engaging experiences for the children served in our afterschool programs. This person will cultivate positive relationships with the afterschool leadership teams, families, teachers, school and district leaders and state licensing authorities. This person will also work closely with JCC East Bay leadership team to push the vision and mission of our thriving organization forward.

Program Vision

1. Facilitate and support dialogue between Afterschool Directors and the broader JCC Community.
2. Establishes a rotating schedule where portions of each week are spent working on site at the various afterschool programs.
3. Guide, support and facilitate the work of JCC East Bay Afterschool Directors. This may include staff training, professional development, and participation in community events.
4. Support in the development and implementation of goals, objectives, policies, and priorities for all afterschool programs.
5. Work with Afterschool Directors on the implementation of departmental policies and procedures.
6. Participate in the selection, motivation, and evaluation of afterschool leadership teams; coordinate components of staff training; work with employees on performance issues including discipline and termination procedures; professional development and training.
7. Participate in the development, administration, and oversight of assigned budgets; help monitor and control expenditures.
8. Direct and participate in marketing, grant writing and fundraising efforts.
9. In collaboration with afterschool directors, create community surveys; analyze data and recommend new programs or improvements to meet community needs.
10. Coordinate first aid, CPR, and other safety training and certification courses necessary for afterschool staff throughout the school year.

11. Participate in ensuring compliance with relevant health, safety, and licensing laws and guidelines; work with staff to maintain and update all records required by Federal, State, and local regulatory agencies.
12. Provide administrative support to the department, such as conducting research, performing special projects, developing reports, or compiling statistics.
13. Attend, participate in and support afterschool events throughout the school year.
14. Collaborate with the JCC East Bay leadership team on various initiatives and projects that present themselves throughout the year.
15. Participate in center wide holiday and signature events throughout the year.

Desirable Qualifications

1. Class C California Driver's License – Ability to obtain a Class B license.
2. Teaching Credential or BA or BS degree in education, child psychology, or other job related field.
3. A minimum of 6 early childhood education credits, with the ability to acquire 6 additional credits.
4. At least four years of experience working with children grades K – 6.

Disclaimer

This job description is not meant to be an all-inclusive statement of every duty and responsibility which will ever be required of an employee in this position, however, the employee will be held responsible for all duties assigned.

Hiring Process

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. Ideal Start July 31, 2019.

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.

Send cover letter and resume as attachments to: samanthak@jcceastbay.org

PLEASE NO CALLS.

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.