The Jewish Community Center of Greater Columbus, OH 43209

KALEIDOSCOPE / SCHOOL’S OUT DAYS / BREAK CAMP SUPPORT POSITION DESCRIPTION & EVALUATION

Position Title: Kaleidoscope, et. al. Support  Dept No: 553278/000  Department: CYT&C
Personnel Code: Support Staff  Status: Non-Exempt  Supervisor: Kaleidoscope Director

Mission Statement:
The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:
The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:
• To support the mission of the JCC.
• To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
• To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
• To treat fellow staff with respect.
• To adhere to all policies and practices provided in the employee handbook.
• To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary: Implement innovative and exciting programming which connects kindergarten to 6th grade children to the JCC and other Jewish children. Programming is focused on after-school social and cultural activities, as well as School’s Out Days and Vacation Camp Programs.

Qualifications:
1. **Knowledge and Education - Minimum Required or Preferred**: High School Diploma required; AA / BA in Education or Early Childhood Preferred.
2. **Experience - Minimum Required or Preferred**: Experience with school age children required, experience working in an after school program preferred.
3. **Special Skills**: Enjoys working with school age children; knowledge of Jewish culture and customs.

Duties and Responsibilities:
• Under the direction of the Kaleidoscope Director,
  o Lead daily after-school program activities
  o Lead Vacation Camp and/or School’s Out Days activities when CJDS, CTA, Bexley and Berwick schools are not in session,
• All other duties as assigned.

Acknowledgement:

[Signature]

Employee's Name Printed

Employee’s Signature

Date of Signature