

YOUTH SPECIALIST POSITION DESCRIPTION & EVALUATION

Position Title: Youth Specialist
Personnel Code: Support Staff

Dept No: 463/503/543/673
Status: Non-Exempt

Department: Rec & Well / ECE
Supervisor: Recreation Supervisor

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. **Above Expectations Meets Inconsistently Meets Below**
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services. **A M I B**
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact. **A M I B**
- To treat fellow staff with respect. **A M I B**
- To adhere to all policies and practices provided in the employee handbook. **A M I B**
- To wear JCC Staff ID badge and attend appropriate staff meetings. **A M I B**

Position Summary: Instruct preschool gym classes for 2-5 year olds

Qualifications:

Knowledge and Education - Minimum Required or Preferred: Associate's Degree required, BA/BS Preferred

Experience - Minimum Required or Preferred: Minimum 1 year experience in similar position required

Special Skills: CPR and First Aid Certification, customer service focused, proficient in Microsoft Word, Excel and Outlook. Able to consistently lift 30 pounds; able to work indoors and work outdoors in all types of weather; able to sit or stand for long periods of time; able to maintain high level of physical activity over extended period of time.

Duties and Responsibilities:

- Plan, instruct, and schedule for the Preschool Gym Program,
 - Teach preschool gym classes for 2-5 year olds, with focus on developing motor skills, **A M I B**
 - Create daily class plans, review with supervisor and implement, **A M I B**
 - Communicate scheduling and class activity with all levels of preschool, **A M I B**
 - Communicate with parents as needed. **A M I B**
- Assist in Mighty Mite Sports Programs, **A M I B**
 - Assist the Recreation Supervisor instruct a variety of youth sports programs for 2-5 year olds, **A M I B**
- All other duties as assigned. **A M I B**

Acknowledgement:

Employee's Signature

Date of Signature