

JCLUB EXPLORERS GROUP LEADER POSITION DESCRIPTION

Position Title: JClub Explorers Support **Dept No:** 553278 **Department:** Children's
Personnel Code: Support **Status:** Non-Exempt **Supervisor:** JClub Explorers Coordinator

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 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 welcome, thank and engage JCC members and guests on a daily basis.**
- 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: Responsible for organizing and implementing all lesson planning, creative and recreational programming for your JClub Explorers group. Work closely with JClub Explorers Coordinator to connect with each child's teacher and make sure that their assignments are completed. Communicate weekly with families to provide updates and progress reports.

Qualifications:

1. **Knowledge and Education - Minimum Required or Preferred:** BS Education, Child Development preferred, High School Diploma Required
2. **Experience - Minimum Required or Preferred:** Experience with children and with program coordinating required
3. **Special Skills:** Previous experience with program planning; organized, computer literate; creative; able to motivate and influence others.

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Duties and Responsibilities:

- JClub Explorers Program
 - Develop curriculum and programming for your group of children.
 - Directly supervise the learning, programming and social engagement with your group of children.
 - Coordinate weekly schedule with JClub Explorers Coordinator.
 - Coordinate weekly communication with parents.
 - Setup and break down your group space each day.
 - Work with JClub Explorers Coordinator to liaison with each child's teacher to make sure assignments are being completed.
- Outreach
 - Develop and maintain strong personal connection to children and families.
- All other duties as assigned.