

The Jewish Community Center of Greater Columbus, OH 43209
JCLUB EXPLORERS SUPPORT POSITION DESCRIPTION

Position Title: JClub Explorers Support
Personnel Code: Support

Dept No: 553278 **Department:** Children's
Status: Non-Exempt **Supervisor:** JClub Explorers Coor

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 supporting all JClub Explorers Group Leaders by working directly with children to successfully complete their education assignments and implement programming for JClub Explorers program. Substitutes as a group leader when needed. Provides logistical support for all JClub Explorers staff. This position is seasonal and dependent on enrollment levels.

Qualifications:

1. **Knowledge and Education - Minimum Required or Preferred:** High School Diploma or GED required.
2. **Experience - Minimum Required or Preferred:** Experience working with elementary school age children in an educational setting preferred.
3. **Special Skills:**
 - a. Sincerely enjoys working with elementary age children;
 - b. Organized and focused;
 - c. Capable of prioritizing;
 - d. Computer literate;
 - e. Creative;
 - f. Able to motivate and influence others.

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Duties and Responsibilities:

- JClub Explorers Program
 - Work with JClub Explorers group leaders to implement curriculum and programming.
 - Directly support the learning, programming and social engagement of children in the program.
 - Coordinate weekly schedule with JClub Explorers Coordinator.
 - Assist JClub Explorers Group Leaders to setup and break down group spaces as needed each day.
 - Provide support to all JClub Explorers group leaders as needed.
 - Substitute for group leader when needed.
 - As needed, communicate weekly with families to provide updates and progress reports.
 - As needed, liaison with each child's school teacher to make sure assignments are being completed.
- Outreach
 - Develop and maintain strong personal connection to children and families.
- Complete all required ODJFS trainings and implement all follow all ODJFS rules and procedures.
- Punch in and out daily using the Paycom app and approve your timecards on Paycom by close of business every Friday.
- All other duties as assigned.

Acknowledgement:

Employee's Name Printed

Employee's Signature

Date of Signature