

## **Assistant Director of Berkeley Afterschool**

### **ABOUT THE JCC EAST BAY**

The JCC East Bay is a welcoming home for people of all ages and life stages. Our mission is to create healthy communities inspired by Jewish values, culture, and tradition. We build interpersonal relationships, foster learning and inspiration, and explore Jewish life. The JCC's core programs include intergenerational Jewish holiday celebrations; early childhood education and preschool; camp and afterschool programs; and provocative cultural arts and civic engagement events. The JCC serves and reflects the diverse residents of the East Bay, offering physical gathering spaces for the Jewish and broader community.

### **POSITION SUMMARY**

The Assistant Director of Berkeley Afterschool is a full-time position, working 37.5 hours/week. The Assistant Director of Berkeley Afterschool reports directly to the Director of Berkeley Afterschool. The Assistant Director will demonstrate leadership abilities by fostering and maintaining a positive environment for staff and families enrolled in the program. The Assistant Director will support Summer Camp in the months when afterschool programs are not in session.

#### Administrative

- Track daily attendance; create and maintain sign-in sheets, monitor student absences and early pick-ups, follow up with families regarding absences.
- Reinforce class dismissal times, roll call, and snack periods to ensure all students and vendors are accounted for.
- Coordinate with the finance department regarding fees (late fee, returned check, etc.) and outstanding balances.
- Coordinate school pickup.
- Create all emergency binders, sign-in and sign-out sheets, master rosters, allergy lists, transportation and pick-up lists.
- Ensure 14:1 staff to student ratios are maintained at all times.

#### Student & Teacher Support

- Collaborate with the Director regarding behavior management.
- Observe during enrichment periods to check in and support teachers.
- Develop weekly lesson plans for the program.
- Hold teachers accountable for creation and implementation of weekly lesson plans.
- Be available to step in when teachers need breaks.
- Manage general day-to-day operations of the program.

#### Communication

- Manage parent communication by email, phone, and in-person.
- Communicate to parents about enrichment changes and deadlines.
- Engage with parents on a daily basis to develop meaningful relationships.

- Support the Director in compiling photos and highlights for weekly email communication.

#### General

- Perform at a high level in a fast-paced team environment, and manage multiple projects to meet timelines and deadlines.
- Proactive behaviors with leadership and consensus building skills.
- Goal-oriented and close attention to detail.
- Serve as the Director of Berkeley Afterschool when the Director is absent.
- Other duties as determined.

#### **REQUIRED MINIMUM QUALIFICATIONS**

- Minimum of 2 years of child care or teaching experience.
- Experience working with children grades K-5 with the ability to plan appropriate activities for different age groups.
- Must be available to work in the afternoons (minimum 1:30pm to 6pm).
- Bachelor's Degree in education or relevant field preferred.
- Excellent communication and organizational skills.
- Ability to organize tasks, and develop and implement plans to efficiently meet organizational goals.
- Ability to lead and direct children in large group settings.
- Ability to push/pull and lift/carry objects weighing 50 pounds.
- Ability to walk and stand for extended periods of time.
- Ability to sit on floors and chairs, and to get up and down quickly.
- Ability to bend from knees and waist to help a child.
- Ability to maneuver in confined lavatories to aid children with toilet needs.
- Ability to respond without delay to needs of young children.

Competitive salary commensurate with experience. Salary information will be shared one-on-one with candidates. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays.

*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.*

*Systemic inequities in hiring have caused women, people of color, LGBTQ+ folks, and others to apply to jobs only if they meet all of the qualifications. The JCC East Bay encourages you to apply anyway, as no one ever meets 100% of the qualifications. We look forward to your application.*



*The JCC East Bay requires all employees to be fully vaccinated against COVID-19, and applicants are required to submit proof of vaccination prior to beginning employment. (As of January 31, 2022, the definition of fully vaccinated includes a booster shot.) In accordance with the law, the JCC East Bay will accommodate employees who cannot be administered the COVID-19 vaccine for medical/disability or religious reasons if to do so is not an undue hardship.*