

## **Afterschool Program Staff (Lead Teacher, Assistant Teacher, Aide)**

### **About the JCC East Bay**

The JCC East Bay is a welcoming home for people of all ages and life stages. Inspired by Jewish values, culture, and tradition, we build interpersonal relationships, foster learning and curiosity, and offer accessible pathways to Jewish life. The JCC's core programs include early childhood education and preschool; camp and afterschool programs; teen engagement; older adult activities; intergenerational Jewish holiday celebrations; and ongoing opportunities to connect with Jewish life and our richly diverse community. The JCC East Bay operates from five locations: our full-service building in Berkeley, afterschool programs at Joaquin Miller Elementary, Thornhill Elementary, and Hintil Kuu Ca School in Oakland, and administrative offices on our soon to be flagship campus in Oakland.

### **Position Summary**

We are hiring multiple positions for our Afterschool Program: **Lead Teachers, Assistant Teachers, and Aides**. Each role supports elementary school-aged children (TK–5th grade) in a vibrant, inclusive, and play-based afterschool environment. Staff members are responsible for implementing enriching activities, building relationships with children, and contributing to a collaborative team culture. All team members work to create a safe, curious, and growth-oriented space. Roles vary by experience and responsibility level, as outlined below.

### Core Responsibilities (All Roles)

- Supervise and engage children in structured and unstructured activities
- Foster a positive, inclusive, and respectful learning environment
- Manage group dynamics and support positive behavior
- Collaborate with peers and leadership to implement daily programming
- Assist with daily routines: walking pickups, snack, setup/cleanup
- Participate in weekly staff meetings and professional development
- Maintain clean, safe, and organized program spaces
- Model and uphold JCC values, including equity, inclusion, and anti-bias education
- Demonstrate dependability and consistency in attendance

### Position-Specific Responsibilities

#### Lead Teacher

- Design and lead developmentally appropriate weekly elective classes
- Develop curriculum reflecting students' diverse cultural and linguistic backgrounds
- Serve as classroom lead: managing group behavior, transitions, and activities
- Mentor and collaborate with assistant teachers and aides
- Support students academically and socially, including tutoring and emotional regulation
- Collaborate with leadership to implement individualized behavior plans
- Contribute to newsletters and program documentation

#### Assistant Teacher

- Co-lead activities and support implementation of lead teacher's curriculum

- Independently lead small groups and electives
- Provide individual academic and behavioral support
- Take initiative in classroom routines and group transitions
- Step in as lead when necessary
- Participate in ongoing reflection and development as an educator

#### Aide

- Support lead and assistant teachers with supervision, setup, and cleanup
- Help implement classroom activities and transitions
- Engage with children during play, snack, and enrichment time
- Support individual students with academics and social-emotional needs
- Assist in maintaining a safe, nurturing program environment
- Great entry-level role for those interested in youth education or care

#### Required Minimum Qualifications by Role

##### All Roles

- Experience working with children grades TK–5
- Excellent communication and teamwork skills
- Physical ability to safely supervise young children (lifting 50 lbs, standing, bending, floor sitting, etc.)
- Commitment to inclusion, Jewish community values, and anti-bias education
- Availability Monday–Friday, 1–6 PM (Wednesdays 12:30–6 PM)

##### Lead Teacher

- 2+ years childcare experience
- Some relevant college coursework (education, recreation, human services, etc.)
- Strong classroom management and leadership skills
- Ability to plan and implement full curriculum
- Bachelor's degree in education preferred

##### Assistant Teacher

- 2+ years experience working with children in group settings
- Some relevant college coursework (education, recreation, psychology, etc.)
- Ability to lead small and large groups
- Experience with curriculum implementation preferred

##### Aide

- Experience working with children in any setting (camp, childcare, tutoring, etc.)
- Eagerness to learn and grow in a team environment
- Ability to follow directions and take initiative

The salary range for these positions is \$21.64/hour to \$24.82/hour. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays (including Jewish). These positions are represented by the Union.

*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.*