

Kids' Club Afterschool Assistant Teacher

ABOUT THE JCC EAST BAY

The JCC East Bay values *hachnasat orchim* (providing a welcoming home) for people of all ages and life stages. Inspired by Jewish values, culture, and tradition, we build relationships, foster learning, and offer accessible pathways to Jewish life through programs for children, teens, families, adults, and older adults. After decades of operating our suite of programs in North Berkeley, we will be opening a new home for East Bay Jewish life in the summer of 2026 in Oakland. Our new campus will offer programs and activities to spark creativity, nurture identity, and weave together diverse generations, cultures, and organizations—including voices from across global Jewry—into a living tapestry of culture, learning, and *kehilla* (community) connections. Our future flagship campus in the Rockridge neighborhood will house our administrative offices and our award-winning preschool opening in the fall of 2026, and we will retain afterschool programs in Berkeley and in several Oakland public schools.

POSITION SUMMARY

The Kids' Club Afterschool Assistant Teacher will report directly to the Program Director and will be instrumental in the success of the JCC East Bay's Afterschool Programs at the school site. Teachers must be able to create a positive educational climate where students can learn and grow. Teachers will be responsible for preparing and implementing several weekly developmentally appropriate classes based on their personal passions and skills. The Kids' Club Teacher will work throughout the school year, from August until May, approximately 20-25 hours per week.

Activity Planning and Facilitation

- Supervise students in different activities during programming.
- Develop lesson plans and activities that incorporate organizational philosophy and overall program vision.
- Prepare appropriate materials for the activities with student safety and engagement in mind.
- Facilitate developmental programming for children in Transitional Kindergarten through fifth grade.
- Create instructional resources and curriculum that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- Establish and communicate clear objectives for all learning activities.
- Provide opportunities for students to learn and master diverse skills through hands-on, output-based activities aligned with their interest.

- Promote group work where students take on meaningful roles while strengthening their critical thinking and problem-solving skills.
- Facilitate collaborative interactions and discussions on issues relevant to students, including opportunities for feedback on their program experiences.

Student Support and Safety

- Build and Maintain trusting and nurturing relationships with students.
- Ability to tutor students on an individual level or facilitate working in groups in specific subjects as well as general schoolwork.
- Establish clear expectations of student behavior while acknowledging positive behavior and implement the program behavior policy for unsafe behaviors.
- Guide students in using appropriate materials and having a safe working environment.
- Maintain appropriate staff to child ratios for supervising students at all times.
- Assist in completing accurate documentation as directed (attendance, accidents/incidents, injury, behaviors, ID checks, etc.).
- Assist with parent communication when necessary.

Learning and Development

- Serve as a role model and encourage collaboration with Teacher Aide.
- Participate in on-going health and safety procedures, training, and practice drills with participants.
- Participate in ongoing professional development.
- Assist other afterschool staff in their learning and development.
- Read and stay abreast of current topics in education.

General

- Provide a safe environment and supervision to all students during programming.
- Act as a positive and appropriate role model for children and fellow staff.
- Promote an environment in which students learn and respect diversity and equity.
- Contribute to overall program development; support the goals of the JCC East Bay.
- Maintain organization and cleanliness during programming; assist in keeping all afterschool spaces organized and operational.
- Communicate with the Afterschool administrative team when supplies are needed.
- Participate in weekly staff meetings.
- Assist with picking up children from school day classrooms.
- Ability to document programs (photos, written form) for weekly newsletters and bulletin boards.

- Consistent attendance as an afterschool staff is required as this role is a critical component in the success of the afterschool program.
- Never be on cell phones while on the job (unless there is an emergency).
- Commitment to the mission of the JCC East Bay and knowledge of or commitment to learning about the Jewish community, values, and traditions.
- Commitment to Diversity, Equity, Inclusion, and Belonging work.
- Commitment to anti-bias education.

REQUIRED MINIMUM QUALIFICATIONS

- 2+ years of childcare or equivalent experience in TK or Elementary preferred.
- Associates or BA in Early Childhood Education preferred.
- Must have Associate's Degree or Higher, or 48 Semester College Units, or passing a minimum proficiency exam.
- Must have some ECE units or equivalent recreation, education, physical education, human services, or social welfare classes. Please submit a college transcript with your application to verify acceptable coursework.
- Must have experience working with children grades TK-5 and be able to plan appropriate activities for different age groups.
- Excellent communication and organizational skills.
- Ability to organize tasks, and develop and implement plans to efficiently meet organizational goals.
- Strong classroom management and behavior management skills.
- Ability to lead a classroom of children.
- Ability to work in a team.
- 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 the needs of young children.
- Regular and consistent attendance and ability to work a full shift; must be available Monday through Friday from 1:00pm-6pm and Wednesdays 12:00pm-6pm.

The salary range for this position is \$24.00/hour - \$25.50/hour. Benefits including medical, dental, vision, vacation, sick pay, and holidays (including Jewish).



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.