

JCC Kids' Club Afterschool Director

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 JCC Kids' Club Afterschool Director reports directly to the OUSD Agency Director and is responsible for the success of the JCC Kids' Club program at their specific school site. The JCC Kids' Club Afterschool Director is also the OUSD Site Coordinator for the assigned school site. The position is responsible for the quality of programming, ensuring a balance of academic and enrichment activities while prioritizing safety for all participants. The position ensures the continued development of staff members, through training, regular observation and coaching. The position collaboratively interacts with school and district staff and leaders, community partners, families, and students. The JCC Kids' Club Afterschool Director will support Summer Camp at the JCC East Bay or their school site in the months when the JCC Kids' Club program is not in session.

The start date for this position is immediate, with an initial focus on training and preparation for the 2026-2027 school year. This role will oversee the JCC's Afterschool program at an OUSD elementary school.

Programming

- Participate in the development and implementation of goals, objectives, policies, and priorities for all afterschool programs, including expanded learning standards.
- Oversee curriculum planning and implementation, including daily enrichment schedule and special events.
- Support the planning and implementation of community events.
- Collaborate with school day staff to align and supplement afterschool program goals and school day learning.

- Supervise inclusion program and Inclusion Specialist (if applicable).
- With the Afterschool Leadership Team, manage student behaviors including conflict resolutions and implement behavior support strategies.
- Evaluate community needs and interests; prepare community surveys; analyze data and recommend new programs or improvements to meet community needs.

Administrative

- Oversee Oakland Unified School District (OUSD) Expanded Learning Program (ELOP) requirements; ensure compliance with relevant health, safety, and licensing laws and guidelines.
 - Maintain full attendance outlined by grant requirements and establish/manage student waiting lists.
 - Familiar with funding expectations, goals, and objectives, and their impacts on program planning.
 - Ensure the program follows all compliance requirements for daily master sign-in/out, early release, required days and hours of program operation, staff qualifications and ratios, and snack distribution and tracking.
 - Maintain systems for student and staff documentation.
 - Submit all required attendance and snack records to the ExLO Office monthly.
 - Maintain original hard copies of all daily attendance master sign-in/out sheets in chronological order for 5 years for auditing purposes.
 - Maintain enrollment files, including student early release documentation.
 - Submit an accurate program schedule at the beginning of each semester, ensuring that after school program start time and end time match the school day schedule.
 - Submit a field trip schedule at the beginning of each semester (If applicable).
 - Submit CQI (Continuous Quality Improvement) deliverables on time.
 - Update Facilitron school site room reservation requests via Agency Director access.
 - Communicate with subcontractors who provide services.
 - Ensure snack/supper is served, monitored, and documented for participating students and submit appropriate snack reports.
 - Ensure 20:1 staff to student ratios (10:1 for TK/K) are maintained at all times.
- With the Agency Director, create and monitor annual budget; complete monthly expense reporting and invoice processing.
- Coordinate with finance to implement schedule changes and additional fees.
- Maintain all staff files and ensure compliance with OUSD.

- Document and file Incident Reports
- Create Site Safety Plan and serve as the Incident Commander.
- Manage program registration on Ultracamp.
- With onsite Afterschool Leadership Team, monitor inventory, food, and program supplies.

Family and School Partnerships

- Maintain collaborative relationships with the school site principal and CSM.
- With the Afterschool Leadership Team, coordinate with school staff on scheduling of shared spaces and transitions from school day to afterschool program.
- Serve as a point of contact for families including enrollment, program updates, and behavior support of students.
- Outreach to Unduplicated families.

Staff Management

- Supervise and train staff; conduct performance reviews.
- With the Afterschool Leadership Team, conduct regular observations and coaching
- Run weekly staff meetings.
- Submit and approve payroll, including managing time off – sick, vacation, personal.

General

- Ability to perform at a high level in a fast-paced team environment.
- Handle and manage multiple projects to meet timelines and deadlines.
- Proactive behaviors with leadership and consensus building skills.
- Goal-orientated and close attention to detail.
- Commitment to the mission of the JCC East Bay and knowledge of or commitment to learning about the Jewish community, values, and traditions.
- Other duties as determined by the Agency Director.

REQUIRED MINIMUM QUALIFICATIONS

- Minimum of 5 years of child care or teaching experience with supervisory responsibilities.
- Experience as site supervisor in OUSD ELOP program, preferred.
- Experience working in a nonprofit and/or educational institution.
- Exceptional written and verbal communications.
- Bachelor's Degree.



- Excellent interpersonal skills; able to motivate small but mighty teams.
- Thrives in a fast-paced environment with multiple priorities and projects.
- Proven experience in customer service and community relations.
- Knowledge of the marketplace for youth programs in the East Bay.
- Knowledge of Jewish culture and traditions.
- Ability to lift up to 40 lbs.

The annual salary for this role is-\$75,000-\$80,000 for year-round work. Excellent benefits include medical, dental, vision, vacation, sick pay, and holidays. This position is not represented by a 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.