

## After-school Manager

Jewish for Good serves as the vibrant hub where everyone belongs, nourishing the roots of local Jewish life. We provide engaging opportunities that deepen Jewish connections, knowledge, and relations to Israel, services for helping those in need; programs that foster healthy living; and pathways for charitable giving. We are located in the Levin JCC at 1937 West Cornwallis Road, Durham, North Carolina, 27705.

## Job Description

### POSITION OVERVIEW:

The After-school Manager is a fulltime, salaried exempt position. This position is responsible for the oversight of the afterschool program including enrichment classes and summer camp aftercare, and support of other engagement programs.

Manager level positions at Jewish for Good are members of the Professional Staff and serve as the face of their department, responsible for all day-to-day operations.

This role supervises enrichment instructors and after-school staff. This position reports to our Camp Director.

### RESPONSIBILITIES:

#### School year:

- 80% Oversee the After-school program and enrichment classes
  - Supervise staff of afterschool and enrichment classes
  - Coordinate logistics between After-school students and enrichment classes
  - Communicate with parents and classroom teachers about student needs
  - Create enrichment and afterschool daily schedules and activities, infusing Jewish content
  
- 20% Supporting Engaging programs

- Assist with planning for Summer Camp Aftercare program
- Support other Youth and Family or Engaging programs as needed

### Summer:

- 70% Summer Camp Support program
  - Serve as Aftercare Manager (Supervising aftercare staff, daily schedules)
  - Implement summer enrichment programs
  - Take a leadership role within camp, depending on the needs of the team and skills and interest of the employee (inclusion support, admin support, field trip coordination, etc)
- 30% Off season work for After-school program and enrichment
  - Update systems, policies, and procedures, hiring staff
  - Develop enrichment schedule and hire instructors
  - Market enrichment classes
  - Manage enrollment and pre-program communication

## Qualifications

### REQUIRED QUALIFICATIONS:

- Bachelor's Degree in related field or equivalent work experience
- Experience with elementary age children
- Experience working in developing and implementing various types of programs
- Demonstrated ability to work within timelines and deadlines
- Excellent written and verbal communications skills
- Self-motivated, strong leadership, attention to detail and organization
- Ability to work collaboratively with diverse people and ideas

### PREFERRED QUALIFICATIONS:

- Experience supporting children with social, emotional, or behavior needs or disabilities
- Managerial or supervisory experience
- Familiarity with Jewish traditions, values, and holidays

## Position Benefits

As a fulltime, salaried exempt employee this position is eligible for the following benefits:

- Paid time off - including vacation, sick, and floating holidays
- Health insurance (80% covered of employee's policy)
- Access to elect dental, vision, life, and other insurances
- 403b
- Free All-Inclusive Family Membership
- Discounts on programs and services
- Ongoing professional development aligned with career arch

## Jewish for Good's Non-Discrimination Statement

Jewish for Good at the Levin JCC is an organization based on Jewish values. All Jewish for Good programs are open to anyone who wishes to participate, regardless of religious affiliation or background.

Jewish for Good Hill does not discriminate on the basis of sex, sexual orientation, gender expression, age, race, ethnic origin, color, religion, nation origin, creed, marital status, disabled veteran status, or the presence of any sensory, mental, and/or physical disability that does not prevent the performance of the specific core tasks of this position.

## Apply

### APPLY ONLINE

[www.jewishforgood.org/our-team](http://www.jewishforgood.org/our-team)

### QUESTIONS?

Contact Jack Reitz

[jreitz@jewishforgood.org](mailto:jreitz@jewishforgood.org) or 919-354-4948