



We have openings for part time **Family Center Instructors** to work with children up to five years of age and their parent(s). Our instructors lead a variety of classes and programs, such as Camp Potpourri, Messy Mornings, Cooking with Kids, etc. These positions are available at both JCC locations, Creve Coeur and Chesterfield.

Most classes run for one, 6-week session, with a few exceptions. Classes are generally scheduled during morning hours one day per week for one to two hours. Instructors will need to arrive early for set-up and stay after for clean-up as well as allot time for meeting and planning with supervisor as necessary.

Duties include:

- Meet with Family Center Coordinator prior to the start of class to plan and discuss activities for each week.
- Determine what supplies are required for each week's activities, review with supervisor for approval and purchase if necessary.
- Clean-up between activities and after each day of class.
- Lead children through planned activities each day, ensuring all are able to participate.
- Communicate with parents prior to the start of class to introduce yourself and the program.
- Provide quality customer service at all times
- Recognize and respond to opportunities for problem solving
- Help each participant meet class goals established for child development
- Guide each individual child to participate successfully in all aspects of class activities
- Observe child's behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures; apply appropriate behavior management techniques
- Maintain good attendance
- Other duties as assigned by supervisor

Minimum Qualifications:

- High School Diploma or GED is required.
- Related college degree is preferred.
- Previous teaching or preschool childcare experience essential
- Must have previous experiences instructing or leading groups of children ages 5 and under in one or more of our areas of class interest. Areas include arts and crafts, cooking, music, nature, science, etc.
- Auditory, visual, ambulatory, cognitive, communications and physical ability to complete major tasks for class
- Ability to relate to and communicate with parents, as well as to children's age and skill levels
- Ability to accept guidance and supervision

- Ability to assist in teaching themed activities for circle time (if applicable) and age-appropriate class activities
- Ability to assist children in emergency situations; including fire, evacuation, illness or injury
- Good character, integrity and adaptability
- Enthusiasm, sense of humor, patience and self control

For more information about the J, please see our website: www.jccstl.org

To apply for this position please send your resume, cover letter and completed J application to careers@jccstl.org . In the subject line of your email, please indicate the title of the position you are applying for. The J's employment application is available for printing from the employment section of our website. Note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program