POSITION DESCRIPTION

Organization: Boulder Jewish Community Center [Boulder JCC]
Job Title: ECC Program Coordinator (Full-time 35 hours per week)
Department: reports to ECC Director of Parent and Early Childhood Programs
Status: Non-Exempt, year around position
Salary range: $17-$19/hour depending on education and experience.

ABOUT THE BOULDER JEWISH COMMUNITY CENTER
The Boulder Jewish Community Center’s [Boulder JCC] mission is to provide programs and services based in Jewish values and traditions in a place where people of all ages and backgrounds gather to connect, exchange ideas, learn, and grow. The Boulder JCC is recognized for its innovative approaches to community engagement with the next generation and families through meaningful experiences and philanthropy.

The Boulder JCC is a 50,000 square foot facility sitting on a beautiful 10-acre campus in East Boulder. As a community convener and one of the central addresses of Jewish life in Boulder County and beyond, the Boulder JCC prides itself on offering wide array of community programming including one of the best Boulder early childhood centers, day camps, after school classes, and arts and culture programs serving infants, toddlers, youth, families, teens, young adults, and adults.

The staff at the Boulder JCC is hard working, collaborative, passionate, and committed to mission. The team is driven by a desire to serve the community broadly and deeply. The organization continually strives to improve its delivery of content and services with a focus on its values. The Boulder JCC endeavors to hire individuals who are committed to the JCC’s values, believe in the power of community and want to help grow a dynamic organization.

JOB SUMMARY
The ECC Program Coordinator has primary responsibility for the support of all Parent/Child, Early Childhood Specialty Class, and Family and Parenting Programs as directed by the ECC Director of Parent and Early Childhood Programs. This includes program and class planning and execution, coordinating with teachers and other JCC staff about logistics of the classes, bringing children to and from classes, managing communications between caregivers and teachers. Within the Salesforce platform, the program coordinator will create class registration, maintain program information and records, processing program and class fees, refunds and all financial. They will also be
able to demonstrate innovative thinking and implementing cutting edge curriculum for children under the age of 6. This position coordinates closely with the Marketing Department to ensure consistent messaging, with the Facilities Department to ensure spaces that are conducive to successful classes, and with the Program Departments to ensure that programs are managed and transferred accurately and confidentially.

KEY RESPONSIBILITIES

Program and Class Support and Execution

- Work with ECC Director of Parent and Early Childhood Programs to plan, organize and create new programs and classes for families and children ages 0-6
- Maintain communication and work with internal and contracted teachers to ensure they feel supported within their classes
- Prepare for ECC classes, programs, sessions, and events
  - Assist in preparing physical classrooms and assisting teachers with curriculum
  - Demonstrate innovative thinking to ensure that classes are high quality and cutting edge

Parent/Child Classes, Parent Education, and Family Programming (0-6 years)

- Teaching one or more parent/toddler classes weekly including PAL (Play and Learn)
- Ability to teach parent education classes
- Subbing parent/toddler classes
- Planning and supporting weekend seasonal family programming (between 6-10 events per year)

Specialty Classes (3-6 years)

- Maintain communication with ECC teachers about children in classes
- Knowledge of Colorado State licensing requirements and ability to ensure that Specialty Classes remain in compliance with regulations
- Support teachers throughout the course of their classes with parent communication and behavioral management
- Teacher liaison who attends each specialty class and is responsible for bringing children from the ECC to the designated class (gym, dance studio, farm etc.)
- Implement system for photo sharing with parents
Communications and Marketing

- Sending welcome emails and ensuring that families needs are met before their class/program starts
- Develop and administer program surveys to gather information about program effectiveness
- Communicating with families when classes are cancelled and rescheduling
- Coordinate with the welcoming committee and marketing department to ensure that program attendees are placed in constant contact and first time families are encouraged to stay involved
- Work with Marketing Department to:
  - Communicating what classes and events need to be posted on BJCC website, other websites, and social media sites as appropriate
  - Develop content for seasonal postcards, weekly emails and monthly e-blasts

Salesforce (JConnect) Program Coordination

- Manage and stay up to date on program registration statuses, attendance numbers and waitlist statuses
- Creating programs in the Program Builder, managing bookings, and facility needs
- Accurately build and administer pricing and discounts for programs and registrations
- Creating reports for classes to manage attendance, sign in sheets, gather information for participants specific needs and grant reporting along with one off programs
- Ability to register families within Salesforce (JConnect)

Financial Management

- Track income from programs and events; coordinate communications with program director and finance department
- Work with program director to understand, create, and follow annual program budget and maximize revenue based on department needs
- Meet regularly with finance department to stay up to date with payments from families
**Other**

- Provide support to other program teams as needed and requested by the senior director of programs and senior director of early childhood education
- Bridge the gap between the early childhood center and programming department by attending weekly meetings

**QUALIFICATIONS/SKILLS**

**Required:**

- ECT qualification
- Background and knowledge of early childhood development
- Occasional nights and weekends
- Demonstrated interest in non-profit program development and management including specific interest in working with children and young families
- Organized and detail oriented
- Strong written, verbal, and interpersonal communication skills
- Proficiency in Google applications, Salesforce, Excel and Word
- Assist with event, program, and classroom setup; including but not limited to assistance with age-appropriate curriculum and materials, classroom environment setup, and knowledge of topics pertinent to young families
- Manage tasks, prioritize issues, execute work in an efficient and timely manner, and track and manage multiple work streams at once
- Work collaboratively
- Be an effective and positive representative of the Boulder JCC ECC when communicating and collaborating with parents, teachers, children, and other staff
- Consistently advocate for a high and positive image of children and young families
- Excellent customer service with families
- Build a welcoming, non-judgemental, safe place for families

**Preferred:**

- Experience facilitating Parent/Child classes
- Knowledge and experience planning and implementing social media campaigns

Salary range is $17-$19/hour depending on education and experience.

Qualified applicants: please send a letter of interest and a current resume by email to jobs@boulderjcc.org. Thank you.