



Job title	Early Childhood Administrative Assistant
Reports to	Early Childhood Business Manager

The Kaplen JCC on the Palisades is a 501c3 not for profit social service agency serving Tenafly, NJ and surrounding areas. Among the largest JCCs in North America with an operating budget of \$20 million, 150 full time and 300+ part time staff, the Kaplen JCC operates 22 business units and offers over 350 activities weekly serving more than 5,000 people per day. Deeply rooted in Jewish values and tradition, the Kaplen JCC on the Palisades is a vibrant home for the Jewish People that welcomes all and cultivates the social, intellectual, physical and spiritual well-being of the entire community. Our 185,000 square foot building plus acres of outside grounds feature two fitness centers, an indoor and outdoor aquatics center, group exercise, spin and Pilates studios, two gymnasiums, tennis and racquet courts, indoor track, a luxurious spa, multiple playgrounds and fields and so much more. The JCC is proud to offer extensive, high quality programs and services to youth and adults of all ages and of all needs.

The Kaplen JCC on the Palisade works to safeguard the health of employees and their families; members and visitors; and the community at large during the pandemic and have thus instituted a mandatory COVID-19 vaccine policy. This policy is based on guidance from the Centers for Disease Control and Prevention and local health authorities and should be interpreted in alignment with applicable law. All Kaplen JCC employees are required to be vaccinated against COVID-19 as determined by the CDC, unless a reasonable accommodation is approved. Potential employees need to provide proof of vaccination or request a reasonable accommodation at the onset of employment.

Early Childhood Administrative Assistant:

The Leonard and Syril Rubin Nursery School at the Kaplen JCC on the Palisades is seeking an early childhood Administrative Assistant to become a part of the school administrative team. The position offered is 25 hours a week.

The ideal candidate has a background in customer service, experience working with families of young children and have strong organizational skills. They are self-motivated, clear communicators, open to new ideas, and are eager to work in a team environment.

Responsibilities Include:

- o Communication, Service, and general support to all families and staff
- o Answer phones and emails
- o Manage all aspects of supply ordering for the department, inventory of supply closets, staff rooms, and kitchens
- o Work with the accounting team to track expenses for the department
- o Oversee fundraiser and lunch opportunities offered to ECC families
- o Liaise between the school and the Parent Association
- o Coordinate room reservations for all ECC and PJ Library/ Families with Young Children activities
- o Coordinate arrival and dismissal of ECC students to and from home and other JCC departments
- o Support for Enrichment programs and departments specials, classroom buddies, grandfriends, etc.
- o Assist program director in Special Events planning
- o Support in PJ Library communication and events
- o Track and communicate all HR requirements for the department
- o Fulfill licensing needs for DCF and the Department of Health, and other supervisory agencies
- o Operate and maintain the school's office
- o Develop procedures to integrate technological strategies

Qualifications:

Hiring is subject to completion of a background check, fingerprinting, criminal history record information, and child abuse record information check.

This is a part time position, about 25 hours a week. Please send cover letter and resume to yvered@jccotp.org

It is the policy of this institution to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, marital status, national origin, age, handicap, veteran status or status within any other protected group.