



Job title	Senior Dept. Activity Assistant
Reports to	Senior Department Manager/ARC Program 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.

Senior Department Activity Assistant:

The Senior Department ARC Program at the Kaplen JCC on the Palisades is seeking an Activity Assistant. The position offered is less than 25 hours per week, with extra shifts available for pickup.

The ideal candidate would have a desire to work with older adults and have experience working with clients with cognitive impairments such as Dementia.

Experience leading group activities is preferred.

Minimum of 2 years of experience preferred but not required.

Must be comfortable and knowledgeable about using technology, specifically iPads.

Must be able to communicate well in both written and verbal communication.

Responsibilities Include:

- Supervision of groups of seniors with cognitive impairments for their safety
- The creation and execution of therapeutic programs
- Assisting with planning daily schedules and day to day activities
- Ability to accept input and recommendations,
- Ability to adapt programs to the capabilities of the group

Qualifications:

- 1-2 years working with seniors with cognitive impairments preferred
- 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, less than 25 hours per week. Please send cover letter and resume to wroberts@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.