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.

**Recruitment & Special Events Manager of Family Welcome Center**

The Kaplen Jewish Community Center is seeking an energetic, organized, passionate team member with excellent interpersonal and communication skills to help support youth and family engagement through our new Family Welcome Center. This position supports our Youth, Early Childhood, and Camp departments.

General Responsibilities include:

- Engage new families -- manage all aspects of recruitment, retention, applications, marketing, tours, prospects and outreach
- Special Events associated with EC curriculum, Parent Association, family events, retention and outreach
- Summer camps special events and Theme Days
- Manage Classroom buddies and Grandfriends Program
- Manage all support, materials, plan for registration rollout(s) including fee structure creation
- Work together with Marketing Team to manage social media such as Facebook, Instagram, etc.
- Support Parent Association committees
- Manage EC Fundraisers and Liaison for lunch program
- Communication with current and prospective families
- Liaison with membership and other departments

Qualifications:

- Bachelor’s Degree preferred
- Current computer and social media skills; and,
- Ability to have fun, lead and be part of a productive team and to support and enhance the strengths of the entire team.

Salary is commensurate with previous experience and educational background. Hiring is subject to completion of a background check, fingerprinting, criminal history record information, and child abuse record information check. This is a full-time exempt staff position with access to full benefits.

Resume can be sent to Melissa Peters, Operations Director, MPeters@jccotp.org