



## KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

[www.jccotp.org](http://www.jccotp.org)

**JOB TITLE:** ARC Program Assistant

**SUPERVISOR:** William Roberts- Senior Dept. Director of Programs and Services

**STATUS:** Per Diem/Part-Time

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team at the Seniors Department at the Kaplen JCC.

### KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

### POSITION OVERVIEW

We are seeking a compassionate, creative, energetic, and adaptable person to work with senior adults in our day program and assist staff as needed in a dynamic environment.

### RESPONSIBILITIES AND OPPORTUNITIES

- Supervision of groups of seniors with cognitive impairments for their safety
- Assisting with planning daily activities - The creation and execution of daily therapeutic programs and activities

- Identifying the needs and struggles of participants to ensure they are tasked with activities equal to their capabilities
- Assisting with morning setup of the activity room and afternoon cleanup
- Assisting participants during meals and during activities
- Supervision of participants during transitions between rooms or to and from the lobby

## **QUALIFICATIONS & SPECIALIZED SKILLS**

- The ideal candidate would have a desire to work with older adults and have experience working with clients with cognitive impairments or those with disabilities : Minimum 2 Years preferred
- Must have a minimum High School Diploma, College graduate preferred
- Must be comfortable and knowledgeable about using technology, specifically iPads.
- Must be able to communicate well in both written and verbal communication.
- Hiring is subject to completion of a background check, fingerprinting, criminal history record information, and child abuse record information check.

## **SALARY RANGE**

\$17-20 Hourly – Based on skills and experience

This job description is not intended to be all-inclusive, and the [POSITION] will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about

these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

**To Apply:** Please send resume to William Roberts at: [wroberts@jccotp.org](mailto:wroberts@jccotp.org)