



KAPLEN JCC on the Palisades

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

www.jccotp.org

JOB TITLE: Adult Engagement Manager

SUPERVISOR: William Robers, Director of Programs and Services- Seniors Department

STATUS: Full time, 40 hours per week, benefits eligible

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. The Kaplen JCC on the Palisades (Kaplen JCC) is seeking a professional who fundamentally believes that learning, creativity, and connection shouldn't stop at any age. This role will bridge builder who aligns passions with opportunities, brings people together, and genuinely changes lives.

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.

a Jewish value, builds capacity for nonprofit partners to meet their missions, and deepens connections across lines of difference.

POSITION OVERVIEW

The Kaplen JCC is seeking Adult Engagement Manager who will be responsible for the strategic development, implementation, and growth of programs that foster learning, wellness, creativity, and meaningful social connections for adults. This position oversees a broad portfolio

of educational, recreational, and enrichment opportunities designed to engage adults with a variety of interests, while creating an inclusive and welcoming community experience. The role is primarily focused on developing and delivering high-quality daytime programming, to meet community interests and organizational priorities. Working collaboratively across departments, the Director ensures that adult programming is responsive to participant interests, aligned with organizational priorities, and coordinated with other offerings to maximize engagement and avoid duplication.

RESPONSIBILITIES AND OPPORTUNITIES

Program Development & Management

- Develop, implement, and evaluate a diverse portfolio of adult enrichment programs, including:
 - Lifelong Learning lectures, workshops, and classes
 - Social games and instructional programs (e.g., bridge, mahjong, chess, discussion groups)
 - Creative arts, writing, and educational enrichment
 - Current events, memoir writing, and special interest programs
- Identify emerging interests and trends to continuously enhance programming.
- Recruit, supervise, and evaluate instructors, facilitators, contractors, and volunteers to ensure high-quality program delivery.

Community Engagement

- Build strong relationships with participants to foster an engaged and welcoming community.
- Serve as a visible presence during programs and special events.
- Collaborate with other JCC departments to develop cross-departmental and intergenerational initiatives.

Program Coordination

- Partner closely with the Program Director of Arts & Culture to ensure complementary programming, coordinated scheduling, and a well-balanced portfolio of adult offerings that reflects the diverse interests and engagement preferences of the community.
- Coordinate with the NORC (Naturally Occurring Retirement Community) program on trips, educational experiences, and community events.

Administration

- Develop and manage program budgets.
- Monitor enrollment, attendance, evaluations, and program outcomes.
- Work with the Marketing Department to promote programs through print, digital, and community outreach.
- Maintain accurate records and prepare reports as needed.

QUALIFICATIONS & SPECIALIZED SKILLS

- Bachelor's degree in education, Human Services, Communications, Nonprofit Management, Recreation, or a related field equivalent professional experience will be considered.
- Minimum of 3 - 5 years of experience in program development, community engagement, education, customer service, nonprofit programming, or a related field.
- Demonstrated experience planning, coordinating, and implementing community programs or events.
- Strong interpersonal and relationship-building skills, with the ability to engage participants, volunteers, instructors, and community partners.
- Excellent organizational, project management, and administrative skills, including budget oversight and program coordination.
- Strong written and verbal communication skills.
- Ability to work collaboratively across departments and build productive internal and external partnerships.
- Experience supervising contractors, instructors, or volunteers is preferred.
- Proficiency with Microsoft Office and familiarity with registration or database systems is a plus.

SALARY RANGE: \$55,000-\$60,000

BENEFITS

Complimentary JCC family or Individual membership

employee discounts on all programs, services and events

Generous paid time off, paid floating federal holidays, paid Jewish holidays

Health and dental insurance

403b employer contribution

FSA/HSA options

Life insurance

long-term disability

This job description is not intended to be all-inclusive, and the Adult Engagement Manager 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 cover letter and resume to William Roberts at: wroberts@jccotp.org