

Early Childhood Learning Center

Position Title: Student Services Coordinator

Classification: Full-Time Exempt employment

Summary of Position:

The Pozez Jewish Community Center seeks a **Student Services Coordinator** who is a highly-motivated, creative, outgoing and collaborative individual with the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.

Qualifications:

Required:

- **High School Diploma or GED**
- **One year or more of Sales or Admissions experience.**
- **One year or more of Administrative Experience in an Educational Childhood setting**

Preferred:

- Bachelor's Degree or Associate Degree from an accredited college or university

Essential Position Duties:

The following duties are an overview of responsibilities. Please note that this is a limited list and does not include the entirety of responsibilities.

Administrative Duties

- Field phone calls and emails from prospective families
- Implement an "on boarding" process for new children
- Upkeep of registration information and spreadsheets
- Create and implement a Virtual Tour system
- Edit and distribute electronic paperwork packets for new families
- Correspond with families regarding the waitlist
- Closing of the program (including tracking late pick-ups)
- Assist with temperature taking and health checks (as necessary)
- Assist with family pick up and drop off procedures
- Primary point of contact for families regarding, illnesses, injuries, absences, contact information, etc.
- Upkeep of children's files, including but not limited to, tracking immunization records, updating spreadsheets, following up with families regarding missing paperwork, etc.
- First point of contact for questions regarding any currently enrolled child-related inquiries from Guest Services.
- Responsible for school-wide communication to parents (including closing reminders, etc.)
- Upkeep of school calendar including communication with parents and staff
- Upkeep of class, children and parent information on Remini app
- Ordering and distribution of materials/supplies
- Ordering and organizing daily snacks including creating snack menu
- Other duties as assigned

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met

Hours:

Monday-Friday 8:30AM-5:30PM with possible evening/weekend hours as necessary

Compensation and Benefits

Salary commensurate with experience. Benefits include medical, life insurance, vacation and sick leave, optional retirement plan and J-Fit membership

Point of Contact:

Please send cover letter, 3 references and resume to Amy.Vermillion@theJ.org. Qualified applicants will be contacted for interviews.

The Pozez JCC is an equal opportunity employer. The Pozez JCC is committed to having a workforce that reflects diversity at all levels of the organization. We recognize the importance of not viewing individuals based on a single identity, and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees. We encourage all applicants regardless of gender, race, religion, age, sexual orientation, disability or other social identity.

About: The Pozez JCC of Northern Virginia (Pozez JCC, the J) is a warm and welcoming, nonprofit, social service organization dedicated to offering quality programs, activities, and services that emphasize Jewish culture, identity, and values to people of all ages and backgrounds. Programming includes cultural, educational, wellness and Israel celebrations which take place on the main campus located in the heart of Fairfax County, as well as span five Northern Virginia counties.