



# Mittleman

Jewish Community Center  
Schnitzer Family Campus  
6651 SW Capitol Highway, Portland, OR 97219  
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

## Job Announcement

### Job Title: Sports, Rec & Camp Mgr.

OPENING DATE: February 5, 2019  
CLOSING DATE: Open Until Filled

STATUS: Full time  
SALARY: \$36,000 - \$42,000 per year, DOE

The Mittleman Jewish Community Center (MJCC) seeks a dynamic, energetic Sports, Recreation & Camp Manager. The successful candidate will have demonstrated leadership skills and the ability to inspire others with his/her commitment to innovative recreational programs for both adults and children as well as a well-rounded Jewish camp experience. Our facilities include a full-size gymnasium with basketball courts and a rock climbing wall, an indoor soccer field that can be utilized for a variety of field games, and an area that can be used for gymnastics or volleyball. Summer is a particularly busy time on campus when MJCC summer day camp, one of the oldest camping traditions in Portland, is in session. We offer full-day coverage to working families with a variety of options including arts and crafts, swimming, sports, theater, cooking, and more. Since 1947, kids love their summers at the J and return year after year. The MJCC is open to everyone!

#### RESPONSIBILITIES:

- Plan, supervise, evaluate and direct all aspects of sports, recreation, and camp programs
- Hire, train, and supervise program staff
- Manage day-to-day sports and recreation activities
- Manage seasonal and vacation day camps
- Ensure programs and equipment meet safety standards
- Conduct Sports & Recreation and Camp marketing activities
- Promote MJCC services to members and the general community
- Prepare accurate semi-monthly timesheets and payroll changes
- Effectively communicate with all other MJCC departments.

QUALIFICATIONS: Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Two years' experience managing sports programs or camp programs that include sports
- Experience hiring and managing staff
- Experience working with youth in a camp setting
- Demonstrated knowledge of a variety of sports and ability to instruct youth
- Budget planning and oversight
- Current CPR/First-Aid/AED certification
- Excellent organizational skills

TO APPLY: Apply online on our website! Visit: [www.oregonjcc.org](http://www.oregonjcc.org) for a detailed job announcement, to learn more about our programs, and to fill out our online application.

Applications may also be obtained from our front desk: Mittleman Jewish Community Center, 6651 SW Capitol Highway, Portland, OR 97219, 503-244-0111. A signed, completed application is required.

The MJCC and all its affiliated programs welcome all children, families and staff regardless of their religious affiliation. MJCC is an Equal Employment Opportunity Employer and welcomes applications from diverse candidates and candidates who support diversity.