



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 Instructor

WAGE: \$12.50 per hour

SCHEDULE: Varies, available shifts covering Saturday and Sunday: 7am-10pm, Monday-Thursday: 2pm-11pm, Friday: 2pm-10pm

TO APPLY: Apply online at our website: www.oregonjcc.org (select "About Us," then select "Employment"). Mittleman Jewish Community Center is an Equal Opportunity Employer.

Applications may also be obtained at Mittleman Jewish Community Center, 6651 SW Capitol Hwy, Portland OR, 503.244.0111.

JOB SUMMARY: This position works as a Sports Instructor and also as a Sportsplex Attendant. Sports Instructors are responsible for the quality instruction and safety of children in sports programs located in the sportsplex and gymnasium. Sportsplex Attendants are responsible to maintain, oversee and provide customer service to participants in soccer leagues, rentals and other sports-related programs.

We are particularly interested in anyone who has experience in: Ballet, Gymnastics, Karate, Basketball, Soccer, and/or Rock Wall/Belay

ESSENTIAL DUTIES: (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

1. Monitor sportsplex users to ensure safety and proper use of the facility. Enforce MJCC policies; resolve problems and issues within scope of position. Ensure security of the facility.
2. Provide class instruction; begin and end class as scheduled. Provide adequate warm-up, drills, scrimmages, and cool down, as appropriate to the sport. Encourage and support children in participating at the level of their abilities, with focus on safety, fun, and skill building.
3. Orient program participants to all equipment used in the class; instruct class in the safe use equipment. Instruct class members in how to move safely within the limits of their abilities.
4. Follow prepared curriculum. Prepare appropriate equipment and written information as directed. Maintain class roster and any associated class records; ensure that all participants are registered.
5. Return equipment to the proper storage area, as necessary. Return the activity area to its proper order after class; properly secure area prior to leaving.
6. Provide excellent customer service. Provide general information about sports programs and MJCC operations. Answer questions and address concerns within scope of authority. Keep Manager informed of program needs, questions, and changes. Enforce facility and sports program policies within scope of authority.

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

- Demonstrated expertise in the sport relevant to the position; AND
- Responsible experience providing sports instruction to children; AND

- Current First Aid and CPR certifications.
- Knowledge of common techniques and practices used in the specific sport (e.g. rock climbing, basketball)
- Knowledge of skill building drills specific to the sport.
- Knowledge of techniques and practices used in teaching sports to children.
- Knowledge of safety practices related to the sport.
- Skill in the use of equipment used in the sport.
- Ability to effectively motivate and teach.
- Ability to remain alert and watchful through entire class.
- Ability to effectively enforce MJCC rules and policies.
- Ability to project a positive, professional image and demonstrate good sportsmanship.
- Ability to provide excellent customer service.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to work effectively with co-workers in a diverse workforce.
- Ability to respond appropriately to question/concerns from parents, program participants and the public.
- Ability to work independently and make decisions within scope of position.
- Ability to be punctual and work a flexible schedule as needed.

PHYSICAL REQUIREMENTS OF THE POSITION:

Duties are performed in a sportsplex center or gymnasium that can be noisy and full of people. Duties require the ability to remain alert and watchful. Duties may require the ability to lift up to 35 pounds in order to set up and move equipment. Duties require the ability to demonstrate sports movements, and the proper and safe use of equipment. This typically involves the stamina to exercise vigorously, as well as pushing, pulling, reaching, gripping, bending, stooping, running and walking. Speaking ability, as well as normal-range acuity in vision and hearing is required.

MISSION: The Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 100 years, the MJCC has offered educational, social, cultural and recreational programs.

MJCC IS AN EQUAL OPPORTUNITY EMPLOYER