



Mandel JCC - Special Needs Director

The Special Needs Director for the Mandel JCC is a primary member of the agency's Management Staff Team and the custodian of the development and implementation of a program landscape designed to meet the needs of a diverse community of special needs participants in both our Boynton Beach and Palm Beach Gardens catchment areas. As such, the Special Needs Director will be supervised by the Mandel JCC Chief Operating Officer or a member of the agency's Executive Leadership Team.

Specific responsibilities:

- Development, management, efficient and productive operation and oversight of all Special Needs Services programs
- Outreach for, hiring, training and supervision of qualified part-time group leaders.
- Collaboration and support to all JCC program departments requiring assistance with
- providing inclusive opportunities for special needs participants. Some examples include:
 - JCC program participants who need shadow staff
 - Work with Health & Wellness Department staff to design program opportunities for special needs participants.
 - Work with Finance Department to assure appropriate and timely billing and collection of funds.
 - Work with Finance & Membership Departments to provide appropriate financial assistance for special needs constituents with financial need.
- Intake and screening of applications for all registrants for special needs programs
- Design, develop and oversee Camp Tikvah Special Needs Summer Day Camp programs in both Palm Beach Gardens and Boynton Beach JCC facilities.
- Develop and work with Mandel JCC Special Needs Committee
- Develop, monitor and manage Special Needs Department budget
- Work with grant writing and fund raising for Special Needs programs
- Provide assistance with facilities re: ADA requirements
- Hire, train and supervise part-time employees who work with Special Needs Programs.
- Volunteer coordination and supervision
- Outreach to attract participants for Mandel JCC Special Needs Programs and Services including
 - Development of marketing strategies and materials
 - Ongoing networking activities, workshops, resource fairs, etc.
 - Relationships with and collaboration with other agencies, organizations, schools, etc. as appropriate (i.e. Jewish Family Services, etc.)
 - Develop and maintain mailing list and database
 - Work with Marketing Department to maintain communication resources such as Special Needs data base, Constant Contact, Facebook page, website, etc.

Tasks Related to the Jewish Purposes and Goals of the Jewish Community Center

1. Demonstrate, articulate and communicate an understanding of the Jewish goals and purposes of the agency
2. Work with the Management and Program Staff Teams to explore opportunities for infusion of Jewish content in programs and services
3. Implement programs that reflect the Jewish Community Center's commitment to pluralism in Judaism

General Tasks of All JCC Staff

1. Participation in staff meetings and staff training seminars
2. Participation in agency-wide programs and program committees, as assigned
3. Participation in schedule of staff building coverage assignments
4. Attendance and participation at Jewish Community Center Board meetings
5. Active involvement, as a supervisee, in the supervision process
6. Support the mission of the Jewish Community Center
7. Other tasks appropriate to Jewish Community Center staff, as assigned

Qualifications:

1. Excellent interpersonal (relationship development) skills
2. Knowledge/education: Master's Degree in Special Needs Education, Social Work or related field, and five (5) years of practical field experience, preferred.
3. Knowledge and skills in administration of Florida State reimbursement processes and grant management
4. Confirmed experience in Special Needs program development, planning and implementation
5. Demonstrated experience in supervision of staff and team building
6. Experience in customer service management and delivery. Must demonstrate the aptitude and willingness to be a visible and active team player.
7. Good critical and creative thinking skills
8. Excellent verbal and written communications skills
9. Proven financial management skills
10. Ability to work evenings, weekends and holidays, as required
11. Ability to perform other related duties as needed, required and assigned.

This job description is not intended to be all-inclusive, and employee will also perform other reasonable, related business duties as assigned to the Special Needs Director and generic members of the Mandel JCC professional staff.. The Jewish Community Center reserves the right to revise or change job duties and responsibilities as the need arises.

Salary: Competitive and commensurate with background and experience
Contact: Jan Andio, Human Resources Director
Mandel Jewish Community Center
8500 Jog Road
Boynton Beach, FL 33472
561-736-7536 / JanA@jconline.com

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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