

# Department: Special Needs

## Position Title: Support Staff

**Classification:** Part-Time Employment

### Summary of Position:

The Pozez Jewish Community Center seeks Support Staff to work in our social skills classes for children with High Functioning Autism, ADHD, and related disorders, our cooking classes for teens and young adults with Intellectual and Developmental Disabilities, and our school age social club, J Club.

### Qualifications:

- Applicants should have experience working with individuals with special needs
- Must be 16 years of age or older

### Essential Position Duties:

- Implement lessons and activities, as directed by lead instructor
- Engage and support participants
- Help the instructor with teaching appropriate social skills or cooking skills
- Help participants stay on task
- Assist with behavior modification
- Redirect when needed and help participants to have a positive experience as they interact with peers and engage in all activities

### Hours:

- **Social Skills**  
Sundays, 1-4:30pm
- **Cooking**  
Sundays, 1-3:30pm
- **J Club**  
Saturdays, once a month, 6-8pm

### Compensation and Benefits:

Salary commensurate with experience.

### Point of Contact:

Please send cover letter and resume to [Arlene.Lechner@theJ.org](mailto:Arlene.Lechner@theJ.org).

*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 Jewish Community Center 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.