

# Parent Ambassador (Part-time)

## JCC Mid-Westchester – JCC Without Borders Initiative

Scarsdale, NY

### About JCC Mid-Westchester

JCC Mid Westchester builds meaningful Jewish community in lower Westchester and surrounding neighborhoods by creating inclusive, welcoming opportunities for connection, belonging, and engagement across all ages and stages of life.

Through JCC Without Borders, we are reimagining how community is built—meeting families where they are, strengthening relationships, and creating accessible, neighborhood-based ways for families with young children to connect with one another and with Jewish life.

### Position Overview

We are seeking one outgoing, well-connected, and motivated Parent Ambassador to engage families raising young children in New Rochelle, White Plains, Scarsdale and surrounding Westchester communities.

The Parent Ambassador serves as a community connector—building authentic relationships with families, fostering peer connections, and creating small, welcoming gatherings that help families build meaningful relationships and a sense of belonging through 1:1 meetings, tabling at events, planning and hosting pop-up programs and meetups.

This role is ideal for a self-starter who can take initiative and create a unique, flexible work schedule while staying responsive to community and member needs.

This is a flexible role with training, mentorship, and ongoing support provided by JCC Mid Westchester staff.

### Key Responsibilities

- Build relationships with families raising young children through informal outreach such as coffee meetups, playground gatherings, playdates, home gatherings, and community spaces
- Plans pop-ups and programs based on Jewish values, holidays, and themes
- Identify interests and needs of local families and help shape responsive, family-friendly engagement opportunities
- Plan and host small, informal gatherings in homes, parks, cafés, and other accessible community settings
- Encourage parent participation and support organic community building among families
- Maintain basic records of outreach and participation

- Build relationships with local schools, synagogues, businesses, and parent networks to expand outreach
- Promote and help implement JCC Mid-Westchester family and community programs
- Participate in regular check-ins with JCC staff to share updates, ideas, and reflections
- Keep accurate records, data, and summaries of events, meetings, and programs
- Serve as a warm, welcoming ambassador of JCC Mid Westchester and its family engagement work

## Qualifications

- Familiar with Lower Westchester area and Jewish institutions.
- Knowledge of Jewish Holidays and practice
- Ability to relate to and effectively engage parents and caregivers of young children, with a strong understanding of the needs and rhythms of families with children in early childhood and elementary school.
- Naturally outgoing, relational, and comfortable initiating connections with new families
- Passionate about building community and fostering belonging
- Self-directed, organized, and able to work independently
- Comfortable planning small gatherings and using basic social media and Microsoft Office tools
- Familiar with—or eager to learn about—local family and community resources
- Flexible availability, including occasional evenings or weekends as needed

## Position Details

- **Commitment:** Approximately 34 hours/month
- **Support:** Training and ongoing guidance provided by JCC Mid Westchester staff
- **Term:** Time-limited, program-based cycle
- **Compensation:** \$29–31 an hour

## Physical Requirements

The physical demands that must be met by an employee to successfully perform the essential functions of this job include movement within an office environment. The role requires the ability to write by hand and use a keyboard to perform general office functions. Also requires the ability to communicate by speech and hearing continuously. Visual acuity is needed for detailed work, and computer use. The ability to sit for extended periods of time is also a requirement.

The JCC of Mid Westchester is an equal opportunity employer. The position is open to all and we do not discriminate on the basis of age, race, religion, gender, sexual orientation, color, disability, protected veteran status, gender identity/expression, national origin or any category protected by applicable law.

