



Educational Coordinator - J. Academy Camp & J.Projects

(Part time position or full time with Engagement Coordinator for J. Academy & J.Projects)

The Educational Coordinator is part of the camp leadership team and a member of the Schwartz/Reisman Centre (SRC) professional staff. S/He acts as a partner to the Camp Director in bringing their vision of camp to life. This position works within the framework of the total agency program and objectives to which J. Academy Camp and J.Projects are related too.

The Educational Coordinator is the primary position responsible for creating and implementing Jewish and Russian Culture programming. The Educator, will work with all levels of camp staff to infuse Jewish and Russian Culture learning into varied aspects of camp life, as well as through specific J.Projects' events during the year.

GOALS OF THE POSITION:

- Organize and facilitate innovative and experiential programming for families
- To ensure all content meets quality standard and is suitable to the Russian speaking Jewish community.

KEY RESPONSIBILITIES INCLUDE:

THROUGHOUT THE YEAR

- Create programming for J.Academy and J.Project families
- Create and facilitate engaging J & R.C. programming at JLead conference, Shabbatons, holiday and other related events.

PRIOR TO CAMP

- Prepare and facilitate training for J.Academy counselors (including training workshops, at Head Staff Shabbaton, Camp Training and Pre-Camp).
- Create engaging Jewish programming.
- Work with head staff on creating daily themes and special camp features.
- Create educational resources to be used by counselors.
- Work with Head Staff to create programming for camp wide and Home Group activities.

AT CAMP

- Oversee daily flag pole, themes, word and item of the day.
- Provide daily support to Home Groups through daily meetings. Ensure that content and programming is engaging for campers and aligns with goals.
- Provide suggestions of adjusting programming and curriculum based on Home Group needs.
- Coordinate with other team leaders to ensure consistency and effective communication.
- Be a positive, contributing member of camp's Leadership Team.



GENERAL:

- Promote other SRC programs and services.
- Develop partnerships with other organizations.
- Prepare budgets and oversee cost control and meeting of budget constraints.
- Sign and approve for materials and program expenditure up to amount agreed to by SRC Business office.
- Refer all hiring decisions, employment contracts and expenditure over amount agreed to by SRC Business office to supervisor for approval.
- Attend SRC staff meetings as required.
- Volunteer at SRC events.
- Perform other assignments as required.

QUALIFICATIONS:

- University degree or College diploma in related field.
- Experience with Jewish overnight camps.
- Superior communication and English language skills –oral and written.
- *Hebrew and Russian language an asset.*
- Strong knowledge of Jewish and Russian culture, traditions, Israel and community a must.
- Ability to work a flexible schedule.
- Diplomacy and high level problem resolution skills.
- Proficiency with Microsoft Suite Applications, including Outlook, Excel, Word, and PowerPoint.
- Valid Driver's license.

APPLICATION PROCESS:

The Schwartz/Reisman Centre (SRC) is dedicated to serving the community's cultural, educational, fitness, social, spiritual and recreational needs. From tots to teens, young adults to seniors, there is something for everyone! The SRC's programs and services are guided by Jewish values and are open to all, regardless of gender, race, ethnic origin, age, religious affiliation and/or disability. Accommodations during all phases of the hire process will be made wherever possible. If you are interested and qualified for this position please submit your resume via e-mail no later than

[TO: Inga Yakhnin at Inga@srcentre.ca](mailto:Inga@srcentre.ca)

DATE: November 15, 2018

We appreciate and thank you for your application, however we will only contact those candidates we wish to interview.