



Engagement Coordinator - J. Academy Camp & J.Projects

(Part time position or full time with Educational Coordinator for J.Academy Camp and J.Projects)

The Engagement 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 to.

GOALS OF THE POSITION:

- Drive a strong and consistent engagement for J. Academy and J. Project Families and Staff.

KEY RESPONSIBILITIES INCLUDE:

THROUGHOUT THE YEAR

- Develop and lead events related to staff and camp family engagement.
- Assist with related administrative responsibilities relevant to staff hiring and engagement.

PRIOR TO CAMP

- Create engagement and social opportunities for staff at training and pre-camp.
- Ensure staff files are updated.

AT CAMP

- Management of staff motivation.
- Engage staff at daily meetings.
- Organize staff socials.



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.
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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 by November 15, 2018.



schwartz/reismancentre

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