



CHILDREN AND FAMILY PROGRAM SUPERVISOR

The JCC's Vision & Purpose:

We have a tremendous opportunity for you to join our team and build your career with us. At our core, we believe in inspiring people to live the Jewish lives they want to live. Our dynamic team is guided by our mission: to build and sustain a caring and vibrant community hub that is welcoming to all and based on a solid foundation of Jewish values and with a strong connection to Israel.

What We Do:

From daycare to seniors' programs, fitness to recreation, Jewish learning to holiday celebrations, and everything in between, the JCC provides life-changing programs infused with Jewish values that inspire and enrich our members and provide a best-in-class experience.

The Ideal Candidate:

- At your core, you're a superb **community connector** with a strong flair for helping people and providing exceptional customer service.
- **Jewish culture, traditions, and a connection to Israel** are evident in your passionate and friendly interactions.
- You work collaboratively and are **team oriented**.
- Your **English language** skills are superior, verbal and written
- You exhibit a high degree of **professionalism** and are exceptionally detail oriented and able to multi-task and meet deadlines.
- You are **creative** and big picture thinking

Key Responsibilities:

- **Create** and actively promote a welcoming and inclusive environment
- **Coordinate** new program offerings and resources for families in our community
- **Partner** and collaborate with organizations to drive engagement and offer high quality content
- **Research** market trends and new ideas being offered to similar demographics in the community, staying abreast of the JCC's competition
- **Collaborate** with all departments of the JCC to build program offerings and cross promotion
- **Cultivate Relationships** with program participants to increase recruitment and retention
- **Respond** to inquiries providing exceptional customer service
- **Manage Program Registration** through the online Magento portal and in-person, preparing participant lists and reports as needed
- **Recruit, train, and supervise** program instructors and maintain open communication throughout the program sessions
- **Evaluate** programs and offerings through surveys and focus groups

Change Lives, Work, & Grow with Us:

Work with some of the most passionate, driven, and effective community builders in the world and be part of an environment which will challenge you and empower you to keep learning and growing. What else?

- Swim, workout, and enjoy our programs with a free Family Membership at the J
- Jewish holiday community celebrations & paid time off to enjoy the Jewish holidays with your family
- Comprehensive wellness benefits
- Commitment to your training and career growth

How to Apply:

We welcome all applicants. 2nd dose Canada approved Covid-19 vaccine is a condition of hire. Accommodations during all phases of the hire process will be made wherever possible. Please submit your resume in confidence via e-mail no later than May 31, 2022, to elaine@prossermancjcc.com. Please clearly state the job title in your email subject line.

We appreciate your application; however, we will only be contacting the candidates we wish to interview.