

CENTRE CAMP COORDINATOR (Operations)

Full-time hours including benefits (flexible start date up to May 1, 2024).

Did you grow up loving camp? Do you have a passion for working with children in an informal learning and fun community environment? Are you a very strong administrator with business operations experience? Are you able to multi-task and thrive in a fast paced environment? If your answer is yes, we would love to meet you!

The Ideal Centre Camp Operations Coordinator

The Jack and Pat Kay Centre Camp has been operating for 35 years and is one of the JCC's flagship programs. Reporting to the Director of JCC Camping, the Camp Operations Coordinator will ensure the quality, accuracy, and excellence in all phases of the administrative operations at The Jack and Pat Kay Centre Camp. They support all aspects relating to registration, communication, customer service and administration. Centre Camp is a multi-campus summer camp and responsibilities include service for both campuses:

1. Office and Staff Administration

- Maintain and update camper, staff, and alumni databases.
- Manage program logistics for parent and staff meetings, interviews, camp fairs etc.
- Payment collection and processing including financial assistance
- Train support camp office assistants and transportation coordinators
- Prepare regular reports, providing management team with enrollment and camper information.
- Oversee camp scholarship and partnering financial-aid agencies inquiries, registration, and payment.
- Manage staff applications, interviews, and onboarding.
- Outreach to high schools, universities, and community partners to aid in staff recruitment.
- Oversee seasonal staff payroll
- Coordinate all aspects of transportation (bus company, routes, etc.)
- Manage vendor relationships and transactions
- Manage invoice payments

2. Camp Community Relations

- Successfully manage sales, customer service and inquiries
- Always deliver excellent customer service
- Manage relationships, expectations, inquiries of families.

3. Programming

- Assist with program development for summer camp and year-round programming

4. Summer Responsibilities

- Overseeing logistics and administrative set up of both summer camp offices
- Manage rentals and installation/take down schedules
- Manage logistics of seasonal staff membership cards
- Provide support, guidance, and assistance to seasonal all office and administrative staff.
- Oversee camp lunch and food services with partnering caterer.
- Assist with programming and providing support to programmers.
- Work with Leadership Team to provide outstanding customer service and summer camp experience.

About the JCC

Centre Camp is one of the JCC's flagship programs, operating at both campuses. At the JCC, you are part of something bigger. You matter. The JCC is an open, inclusive, and welcoming community, where belonging is everything. The J has become one of the largest platforms for engagement and connection to community in the Greater Toronto Area; a place where multiple generations can strengthen their body, mind, and soul. Programs include arts and culture, aquatics, recreation, education, sports, fitness, daycare, day camp, and more. For over 100 years, JCCs have been serving Jewish communities around the world. There are over 300 JCCs globally and 150 in North America. 1.5 million people enter a JCC each week in North America.

In the JCC's recently completed Strategic Plan, it set a bold and ambitious goal that, by 2026, the number of people engaging with the Prosserman JCC and the Schwartz/Reisman Centre will triple as the JCC becomes the centre of a thriving Jewish community. We are on a growth path of transformative change so that, when we're done, 75,000 people annually will experience the JCC's new mission; to be a hub of community, dedicated to the enrichment of Jewish life through meaningful shared experiences.

What you will receive

The opportunity to work with some of the most passionate, driven, and effective community builders and educators in Toronto. Be part of a culture that will continue to challenge and empower you to keep learning and growing.

What else can you expect?

- Swim, workout, and enjoy all our classes, programs and events with a free Membership to the JCC
- Generous staff discounts on paid programs like summer camp, swimming lessons, personal training, competitive sports leagues, etc.
- People-centered, flexible work environment that always puts your family and/or your personal life and overall well-being first.

Bonus Points - What will make you stand out?

- A passion for summer camp.
- Enjoy working with children and contributing to creating memorable summer camp experiences.
- At least one year success in customer service/sales.
- At least one year experience in administration with very strong organization and technological skills. Experience working with Camp Brain a huge asset.
- Experience with camp programming an asset.
- A commitment to building Jewish Community.

Reports to: Director JCC Camping

Job level and Salary Range: \$47,000-\$57,000, dependent on qualifications and experience. The JCC has a comprehensive compensation strategy and benchmarked salary bands, available upon request.

To Apply:

We welcome all applicants. Accommodations during all phases of the hiring process will be made wherever possible. Please submit your resume to Jeanette Hyde, HR Director, no later than March 31, 2024 jeanette@srcentre.ca.

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

Don't self-select out if you're missing a bullet point or two of this job description from your resume. We are open to candidates of all backgrounds and are committed to cultivating a diverse and inclusive team. If this job description energizes you, let's talk.