

CHILDREN AND FAMILY PROGRAMS COORDINATOR

Job Type: Full-time (40 hours per week)

Salary: \$50,000-\$55,000.00 based on experience

Location: Prosserman JCC (4588 Bathurst Street, North York, ON) & Schwartz/Reisman Centre (9600 Bathurst Street, Vaughan, ON) – Must be able to work at both locations.

Who We Are:

The Jewish Community Centre (JCC) is more than just a workplace—it's a vibrant hub of culture, connection, and community. As one of the largest engagement platforms in the Greater Toronto Area, we offer a diverse range of programs, including arts, fitness, education, daycare, summer camps, and more.

With a bold goal to triple our community engagement by 2026, we are on a transformative path to become the beating heart of Jewish life in the region. Join us in shaping the future of the JCC experience for 75,000+ people annually!

Are YOU our Children and Family Programs Coordinator?

The Children and Family Programs Coordinator is an integral part of the Program team, supporting educational, recreational, health and well-being programs for children and their families. This position is responsible for developing, implementing, and managing innovative programs and services that enrich the lives of children and families in our community. The Children and Family Coordinator shall create a welcoming environment that fosters engagement, connection, and a sense of belonging, all while promoting Jewish values and culture.

Key Responsibilities include:

- Support a robust, in-person programming portfolio for the Children and Family Arts Department.
- Some onsite support for select evening adult programming.
- Able to work at least twice a week at both SRC and PJCC locations
- During sessions general work hours are 12 noon – 8 pm Monday to Thursday and Sundays 8 am – 4 pm with some flexibility to adjust for program run times (we do provide lieu time).
 - Between sessions, hours can be adjusted to 9-5 pm Monday to Friday if preferred.
- Handle all registration, enquiries and customer service.
- Visit programs, meet participants and instructors.
- Actively promote children's program registration through outreach, in-person or at select JCC events.
- Support part-time instructors to ensure the effective implementation and delivery of programs, including room bookings, logistics and facilities management.
- Troubleshoot any problems in a timely manner.
- Ensure programs meet program standards.
- Create and actively promote a comfortable and welcoming environment.
- Facilitate participants' accommodation needs wherever possible.
- Develop relationships with program participants and instructors to increase engagement and retention.
- Assist with researching and introducing new programs that meet the participants' needs at both SRC and PJCC.
- Help significantly grow the children's recreation programming.
- Support special events run by the Program department.

What do you bring?

- At least two-three years' experience in customer service and administration.
- Experience supporting programs for children and families.
- Empathy, patience and tact.
- Very strong organization and technological skills (Canva, Excel, Word, PowerPoint etc).
- Experience in a Jewish programming environment such as camp, BBYO, supplementary school, etc. is an asset.
- Experience in not-for-profit environment an asset.
- A commitment to building Jewish Community.

Perks & Benefits:

- Free JCC Membership – Access to our fitness centers, classes, and programs.
- Generous Staff Discounts – On summer camps, swimming lessons, personal training, and more.
- Comprehensive Health & Dental Insurance – 75% of the premium covered by the JCC.
- Paid Time Off (PTO) – Vacation, sick days, Jewish holidays, and statutory holidays.
- Work-Life Balance – A flexible, people-centered work environment that values your well-being.

Ready to Make an Impact? Apply Today!

We welcome candidates from all backgrounds and experiences—don't self-select out if you don't meet every requirement. If this role excites you, we want to hear from you!

To apply, send your resume and cover letter to **Lia Baird, Human Resources Generalist**, at lbaird@srcentre.ca by **August 25th, 2025. Please note that we will be conducting rolling interviews.**

We appreciate every application; however, only selected candidates will be contacted for an interview. If you require accommodations at any stage of the hiring process, let us know—we are committed to creating an accessible and inclusive workplace.

Let's build something amazing together!