



INCLUSION SERVICES ASSISTANT DIRECTOR

Job Type: Full-Time In-Person Position (40 hours/week)

Salary: From \$75,000.00 annually, based on experience

Location: Schwartz/Reisman Centre, 9600 Bathurst Street, Maple ON (Bathurst/Rutherford Area) and ProssermanJCC, 4588 Bathurst Street, North York, ON (Bathurst/Sheppard Area)

Who We Are:

The Jewish Community Centre is more than just a workplace. It is 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 more than 75,000 people annually.

Are YOU our JCC Inclusion Services Assistant Director?

The Inclusion Services Assistant Director (AD) ensures that community members experience the joy and fulfillment that comes from being part of a caring, diverse community. Through programs and services, children, teens and adults who have different abilities and special needs are empowered to grow, connect and participate in a meaningful way. Reporting into SVP Programs and Engagement, the AD provides vision, leadership and oversight for all Inclusion and Diversity initiatives across the JCC.

Key Responsibilities:

- Lead the strategic design, development and implementation of Inclusion Services across multi-campus business units, ensuring they reflect best practices in accessibility and inclusion
- Create and actively promote a comfortable and welcoming environment for individuals and families participating in Inclusion programs
- Serve as the primary resource for staff and programming on inclusion strategies, adaptive practices and supports
- Develop and manage departmental budget
- Manage intake and support development of programs based on needs in JCC business units including: Daycare and Preschool, The Jack and Pat Kay Centre Camp, Adult and Seniors Programs, Children and Family Programs, general member and community engagement
- Recruit, train and manage part-time Inclusion Services staff and volunteers
- Evaluate programming to ensure the delivery of quality programs, providing a positive experience for all participants and families
- Foster relationships and ongoing communication with current and potential participants and their families to support individualized success and retention
- Build and leverage partnerships with community agencies, schools and organizations

**Ideal Qualifications:**

- Bachelor's degree in special education, social work, recreation therapy or related field
- Minimum 5 years of experience working with individuals with varying special needs, including supervisory roles
- Experience balancing strategic planning and day-to-day program oversight
- Strong leadership and team-building skills
- Exceptional attention to detail, problem-solving and customer service skills
- Knowledge of Jewish life, traditions, culture and Israel

Perks & Benefits:

- Free JCC Membership – Access to our fitness centers, classes, and programs.
- Generous Staff Discounts – On summer camps, swimming lessons, personal training & 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.
- Free parking

Ready to Make an Impact? Apply Today!

We welcome candidates from all backgrounds and experiences. If this role excites you, we want to hear from you. To apply, send your resume and cover letter to **Mari Beiles, Human Resources Generalist**, at mari@srcentre.ca by **December 12, 2025**.

We appreciate every application, but only selected candidates will be contacted for an interview. If you require accommodation at any stage of the hiring process, let us know. We are committed to creating an accessible and inclusive workplace. The JCC does not use AI for screening.

Let's build something amazing together.