



Coordinator, Recreation

Bernard Betel Centre – Toronto, ON

Full-time, Permanent

The Bernard Betel Centre is a vibrant, growing, active community centre for adults 55+ years, offering over 120 programs each week. We are a non-profit organization with over 2,200 members and many more non-members; participating year round in special events, courses, volunteer opportunities and many other offerings. We are looking for a passionate, innovative and motivated Coordinator, Recreation to join our team. The successful candidate will have excellent program planning, interpersonal and organizational skills. The position will start on August 28, 2017.

Overview

Reporting to the Director, Programs and Communications, the Coordinator, Recreation is responsible for the innovative development and facilitation of recreation and education programs and events for adults 55+ years including: developing, planning, promoting, delivering and evaluating these programs.

Job Duties

- Researches, develops and executes innovative and leading edge, best practice programs for adults 55+ years that are aligned with the Bernard Betel Centre's strategic plan;
- Develops annual department budget and monitors financial success on a monthly basis. Demonstrates fiscal responsibility and works within the approved budget;
- In collaboration with the Quality Committee of the Board of Directors, develops outcome measures for all recreation and education programs, instructors and volunteers;
- Provides orientation, training and on-going support and supervision to department volunteers, and regularly monitors and evaluates their performance;
- Maintains monthly statistics on all recreation and education programs and activities;
- Schedules and contracts with program instructors, speakers and entertainers;
- Purchases supplies and materials for programs within approved budget and in accordance with Centre policies;
- Demonstrates compassion, sensitivity and an awareness of the stages of aging, impact of the Holocaust on survivors, and creates a warm and welcoming Jewish environment. Ensures programming incorporates Jewish values, traditions and holiday celebrations, while at the same time creates a welcoming, respectful space for all program participants regardless of their cultural, religious or sexual orientation;
- Obtains regular feedback both formally and informally on program activities and Centre activities from program participants, staff and volunteers;
- Supervises and evaluates contract staff, placement students and volunteers;
- Liaises and works collaboratively with all Centre program staff to promote teamwork and to ensure coordination of all recreational and educational programs and activities. Operates as a collaborative member of the Bernard Betel Centre team and be a team player interacting with co-workers, volunteers, participants and their families;
- Demonstrates strong written and communication skills;
- Demonstrates a warm, caring, respectable and professional relationship when interacting with volunteers, members, their families, co-workers and the community;
- Participates in budget preparation and submission to funders and donors, the development of the Centre's budget as well as providing narratives and statistics to support funding applications and donor submissions and requests.

Other Job Requirements

- Degree or Diploma in Recreation or related experience;
- Current certification in CPR and First Aid;
- Proficient with MS Outlook, Word, Excel, and PowerPoint;
- Experience with MS Publisher and Raiser's Edge is an asset;
- Knowledge of gerontology and/or experience working with seniors is an asset;
- Proficient verbal and written skills in Russian, Hebrew, French or Spanish is an asset

Please submit your cover letter and resume by email to Katie Giles, Director, Programs and Communications at katieg@betelcentre.org by **Friday, August 4**. We thank you for your interest, but only candidates selected for an interview will be contacted.

Bernard Betel Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for disability during any stage of the recruitment process, please indicate this on your application.