



Coordinator, Travel and Catering

Bernard Betel Centre – Toronto, ON

Part-time, Contract

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, Travel and Catering to join our team. This position will start **August 21, 2017**.

Overview

Reporting to the Manager, Food Services and Travel, the Coordinator, Travel and Catering is responsible for the development and facilitation of overnight trips including planning, promotion, delivery and evaluation. They are also responsible for assisting with the facilitation, marketing, administration and promotion of the centre's Catering social enterprise.

Job Duties:

- Researches, develops, delivers, promotes, and evaluates overnight trips, including: confirming dates; prices; booking transportation; ordering tickets; payments and acting as trip facilitator;
- Prepares proposals and recommendations for new trips;
- Creates promotion and marketing pieces, including flyers and quarterly Monitor submissions;
- Prepares all forms, travel packages and documents for each trip including: tickets; bus list; rooming list; airline list; register and prepare boarding passes for all boat cruises;
- Organizes participant meetings to provide information to perspective and registered tour participants;
- Administers evaluation and obtain regular feedback both formally and informally;
- Acts as a facilitator on all trips and catering events;
- Demonstrates compassion, sensitivity and an awareness of the stages of aging, impact of the Holocaust on survivors and creates a warm, welcoming Jewish environment. Ensures programming incorporates Jewish values, traditions, while at the same time creates a welcoming, respectful space for all program participants regardless of cultural, religious or sexual orientation;
- Demonstrates strong written and communication skills;
- Maintains and submits trip statistics;
- Participates in program budget preparation, prepares invoices and ensures all payments are completed;
- Liaises and works collaboratively with all centre staff to ensure coordination of programs and activities and to promote teamwork. Operates as a collaborative member of the Bernard Betel Centre team, interacting with co-workers, volunteers, seniors and their families;
- Demonstrates a warm, caring, respectable and professional relationship when interacting with volunteers, members, their families, co-workers and the community;
- Performs other duties as required.

Qualifications:

- Degree or diploma in Recreation or related experience with social enterprises;
- Must possess excellent interpersonal and communication skills;
- Must be comfortable working with large groups of people;
- Must have experience working with seniors;
- Current certification in CPR and First Aid;
- Proficient with MS Outlook, Word, Excel;
- Demonstrated compassion and patience;
- Demonstrated knowledge of Russian written and oral skills an asset;
- Must be physically able to assist seniors as required.

Please submit your cover letter and resume by email to Irina Shulgin, Manager, Food Services and Travel, at irinas@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.