



**bernard betel centre**

T: 416.225.2112  
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[www.betelcentre.org](http://www.betelcentre.org)

1003 Steeles Avenue West  
Toronto, Ontario M2R 3T6

## **Coordinator, Recreation**

Bernard Betel Centre – Toronto, ON

**Duration:** full-time, permanent

**Start Date of Employment:** Tuesday, October 4, 2021

The Bernard Betel Centre is a vibrant, growing, active community centre for older adults, offering over 120 programs each week to seniors (55+) in the community. We are a non-profit organization with over 2,300 members and many more non-members; participating year round in special events, courses, volunteer opportunities and many other offerings. During the COVID-19 pandemic, the Bernard Betel Centre is focusing on preparing and delivering thousands our Meals on Wheels to the community, facilitating dozens of different online and phone conferencing programs, providing safe foot care services in our Chiropody Clinic, offering engaging and meaningful volunteer opportunities, and providing virtual and phone-based community support services.

The position of Program Assistant will include both remote and in-person work at the Bernard Betel Centre. Once the Centre re-opens most of the work will be done on-site. Any work at the Bernard Betel Centre will follow strict COVID-19 safety and physical distancing measures and practices. Once it is safe to do so, the position of Coordinator, Recreation will resume in-person work full-time at the Bernard Betel Centre.

The Centre is looking for an experienced, warm, engaging and creative Recreation Coordinator, with the ability to attract membership and participation by providing innovative programs and events. The successful candidate will have an understanding and commitment to diversity, equity and inclusion in all their programs. They will have experience working with seniors and volunteers demonstrating an ability to engage different audiences. This is a strong and passionate individual who possess excellent relationship-building and communications abilities. The ideal candidate will work hard to understand and act upon the important mission of the organization and embrace the diversity of our members and community participants.

**Our Vision:** Enriching Quality of Life for All. For life!

**Our Mission:** Providing Exemplary and multilingual educational, cultural and wellness programs in a safe and supportive environment to encourage healthy, active and creative living for individuals 55+.

**Our Values:** Bernard Betel Centre for Creative Living was created by the National Council of Jewish Women to serve the needs of seniors in a way that honoured its Jewish heritage, beliefs, culture and principles. Our values continue to be guided by these principles.

Community, Compassion, Creativity, Dignity and Respect

## **Overview**

Reporting to the Director, Programs, the Coordinator, Recreation is responsible for the innovative development, implementation and facilitation of recreation and education programs and events,

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Charitable number 11921 5697 RR0001





both virtual and in-person, 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 in-person, online and phone conferencing 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;
- Develops outcome measures for all recreation and education programs, instructors and volunteers, and maintains monthly statistics on all programming;
- 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;
- 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 race, creed, ethnic origin, ancestry, place of origin, religion, age, sex, sexual orientation, gender identity, gender expression, citizenship, or disability.
- 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;



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- Current certification in CPR and First Aid;
- Excellent oral and written skills;
- Excellent organizational and time management skills;
- Proficient with MS Outlook, Word, Excel, Publisher and PowerPoint;
- Experience working with Zoom or other video conferencing programs;
- Knowledge of gerontology and/or experience working with seniors is an asset;
- Proficient verbal and written skills in Russian, Hebrew, French or Spanish a strong asset

Please submit your cover letter and resume by email to Maria Lindgren, Director, Programs at [marial@betelcentre.org](mailto:marial@betelcentre.org) by **5:00 pm on September 17, 2021**. 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.

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