



**SYLVAN ADAMS
YM-YWHA**
CCJ BEN WEIDER JCC
HARRY BRONFMAN YCC

Job Opening: Program Leader, Ivri Anochi

The Sylvan Adams YM-YWHA (the Y) is a member-driven organization with a 110-year history of pursuing its vision of sustaining Jewish continuity in Montreal. It provides a warm, welcoming and inclusive environment, rooted in Jewish values and open to those of all backgrounds, where its members can gather to participate in a wide range of social, physical and experiential learning activities that enhance their health and well-being, deepen their Jewish identity and appreciation of Jewish culture, and foster a connection to one another.

The Sylvan Adams YMYWHA is currently looking to hire one Ivri Anochi Program Leader for the 2024-2025 year. Ivri Anochi is a weekly after school program for Jewish children who are not enrolled in Jewish Day Schools. It runs on Thursday afternoons, and includes picking participants up from their elementary school, bussing them to the Y, then providing snack and homework time, followed by 1 hour of Experiential Jewish Education and 1 hour of physical activity.

The Ivri Anochi Program Leader is responsible for overall logistical coordination of the Ivri Anochi after school program at the Y. We are looking for someone who is organized, energetic and good at communicating with parents and children alike. The Program Leader does all the administrative work to prepare for each week, including responding to parent communications, purchasing materials for activities, etc. They then supervise the three Program Animators who cooperate in the planning and delivery of various activities to the participants. The Program Leader must ensure that safety procedures are followed at all times.

General Responsibilities:

- Prepare paperwork for use during sign-in & sign-out of participants, emergency contact lists, etc.
- Arrive at the designated elementary school to meet the bus and welcome participants onto the bus;
- Supervise their safe arrival at the Y;
- Supervise Program Animators who design and lead programs, ice-breaker games, special activities; supervise snack and homework time;
- Serve as the second Program Animator in one of the groups;
- Communicate with parents;
- Ensure that the Program Animators are encouraging participants to keep areas clean and put away any equipment;
- Ensure the activity schedules are published and that Program Animators get the participants to their activities on time and with the supplies needed;
- Compose a monthly newsletter for families describing activities, reminders of upcoming dates, photos, etc.
- Troubleshoot any situations as they arise;
- Attendance and active participation in the pre-season training is mandatory;
- Apply the safety procedures learned at the pre-season training;

Qualifications:

- Need to have completed Grade 10 on the Ivri Anochi program start date;
- Enthusiastic about working with youth;
- Highly organized;
- Good communicator, approachable and patient;
- Able to create a safe space where all campers feel that they are welcomed and valued;
- Able to work in a dynamic setting;
- Bilingualism (French and English); Knowledge of the Hebrew language a plus.

Schedule

- Thursdays 2:30-6pm, plus 6.5 additional hours of administration each week.
- 30 weeks between September 12, 2024 and June 12, 2025.
- Mandatory paid staff training of 8 hours, date(s) TBD.

Why the Y?

- Starting at \$23 an hour
- Build new skills in a supportive environment
- Develop leadership and organizational skills
- CPR & First Aid training provided

Please submit your CV and cover letter to Kludvig@ymywha.com. Only selected candidates will be contacted for an interview.