

Job Opportunity: Coordinator, Community & Inclusive Programs **Full-Time | Sylvan Adams YM-YWHA**

The **Sylvan Adams YM-YWHA (“the Y”)** is a vibrant, member-driven community organization with a 114+ year legacy of strengthening Jewish continuity in Montreal. Rooted in Jewish values and open to all, the Y fosters a high-energy, health-conscious, and inclusive environment where meaningful impact is made every day.

The **Coordinator, Community & Inclusive Programs** is responsible for planning, coordinating and supporting inclusive recreational and social programs that serve diverse community members. This full-time position, reporting directly to the Senior Manager, Community Programming, plays a key role in designing inclusive and engaging programs year-round, overseeing recreational and community programs, managing birthday party bookings, and serving as the Inclusion Day Camp Director during summer months and school breaks.

RESPONSIBILITIES

1. Inclusion Programs

- **Program Development:** Design, implement, and evaluate inclusive recreation, wellbeing and social programs designed primarily for individuals with cognitive and physical disabilities and mental health challenges. Programs integrate Jewish culture and other topics relevant to the population.
- **Inclusion Member Support:** Support members and participants with intellectual, physical, and mental health disabilities within Y programming, as well as with use of building, fitness facility and pool. Build relationships with families.
- **Staffing, Operations & Budget:** Recruit, train, supervise, and evaluate staff, companions, and volunteers; manage program budgets, invoices, payroll coordination, and equipment/supplies.
- **Outreach, Access & Engagement:** Respond to participant inquiries, conduct tours, recruit participants, and continuously improve accessibility, equity, and inclusion across programs.

2. Recreation & Community Programs

- **Program Development:** Design, implement, and evaluate recreation and leisure programs that promote community wellbeing, incorporate Jewish culture, and support inclusive participation.



- **Recreation Member Support:** Support members and participants within Y programming, as well as with use of building, fitness facility and pool. Build relationships with families.
- **Staffing, Operations & Budget:** Recruit, train, supervise, and evaluate recreation staff and volunteers; manage program budgets, invoices, payroll coordination, and equipment/supplies.
- **Outreach, Access & Engagement:** Serve as a point person for participant inquiries, conduct tours, recruit participants, and continuously improve programming to better serve the community.

3. Birthday Parties

- **Party Coordination & Scheduling:** Coordinate birthday parties from start to finish, including scheduling, space booking, and staff coordination.
- **Family Communication & Planning:** Work closely with parents to plan activities and accommodations and ensure clear, effective communication.
- **Event Logistics & Execution:** Manage party logistics including supplies, setup, facilitation, and cleanup to ensure a smooth and enjoyable experience.

4. Inclusion Day Camp

- **Camper Screening & Family Communication:** Screen prospective inclusion campers and communicate with families regarding programming, acceptances, regulations, and day camp expectations.
- **Staffing & Supervision:** Hire, train, and supervise inclusion companions and counselors, ensuring activities are well prepared and staff have the resources needed to support campers.
- **Program Operations & Logistics:** Manage inclusion day camp logistics, materials, purchases, storage, spaces, photos, and the weekly inclusion newsletter.
- **Inclusion & Camp Leadership:** Support the successful integration of campers with disabilities into mainstream programming while serving as an active member of the Y City Camp leadership team and engaging warmly with campers and families. Ensure the smooth running of the adult bunk who are not integrated into camp.

QUALIFICATIONS



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

- Degree in Special Education, Social Work, Community Recreation, Leadership Training or related field (or equivalent work experience).
- Minimum 2-3 years experience working with individuals of all abilities in recreational, camp, or community-based settings.
- Strong organizational skills with the ability to handle multiple tasks simultaneously.
- Strong leadership, communication, and interpersonal skills.
- Enthusiastic team player who is also capable of working independently.
- A passion for recreational programming and a commitment to fostering inclusivity.
- Familiarity with Jewish traditions, holidays, and culture is a strong asset.
- Bilingualism (English and French) is an asset.

SCHEDULE

- **When camp is in session, ~12 weeks/year:** Monday to Friday, 8:30am-4:30pm.
- **When camp is not in session, ~40 weeks/year:** Sunday to Thursday, 11am-7pm, with flexibility required during special events and according to program needs.

WHY WORK AT THE Y?

- A meaningful role in a values-driven, community-centered organization.
- A passionate, purpose-driven team dedicated to making a difference.
- Y Health Club membership and indoor parking included.
- Competitive group insurance and pension plan (if eligible).
- Opportunities for professional development, creativity, and collaboration.

SALARY

\$47,000 – \$53,000 annually, based on experience and qualifications.

Please send your CV to hrsearch@ymywha.com with the position title in the subject line. Only candidates selected for an interview will be contacted.