



COORDINATOR OF CHILD AND FAMILY PROGRAMS (PERMANENT FULL-TIME)

POSITION SUMMARY

The Rady JCC is seeking an energetic, organized, and community-minded Coordinator of Child and Family Programs to join our team. Reporting to the Manager of Programming, this position is responsible for planning, coordinating, and delivering a wide variety of educational, recreational, cultural, and community programs for children and families.

The successful candidate is passionate about creating engaging experiences that bring children and families together while fostering learning, connection, and community. They are highly organized, thrive in a collaborative environment, and enjoy building strong relationships with families, educators, facilitators, and community partners. A strong understanding of Jewish customs, traditions, and community life is considered an asset. Occasional evening and weekend work is required.

KEY RESPONSIBILITIES

- Plan, coordinate, implement, and evaluate educational, recreational, cultural, and community programs for children and families.
- Develop and deliver formal and informal Jewish educational and cultural programming.
- Identify new programming opportunities based on community interests and emerging needs.
- Plan and oversee birthday parties, Jewish holiday celebrations, festivals, and other special events both on-site and throughout the Winnipeg Jewish community.
- Supervise Children and Family Programs staff while assisting with recruitment, hiring, onboarding, and ongoing support.
- Build and maintain positive relationships with families, educators, facilitators, contractors, and community partners.
- Coordinate program logistics, instructors, facilitators, and external contractors in accordance with Rady JCC policies and procedures.
- Work collaboratively with the Membership and Finance teams to ensure accurate program information, registration processes, and participant communications.
- Assist in the preparation of departmental budgets and monitor program expenditures.
- Maintain accurate program records, participant statistics, evaluations, and reports, including reports for funding agencies and community partners.
- Review and follow up on incident reports related to assigned program areas.
- Participate in Rady-wide initiatives, organizational projects, and special events.
- Perform other related duties as assigned.

QUALIFICATIONS

The ideal candidate will possess:

- Excellent customer service and interpersonal skills.
- Strong organizational, administrative, and project management abilities.
- Experience developing, coordinating, and evaluating programs for children and families.
- Exceptional communication skills, both written and verbal.
- The ability to build strong relationships with families, community partners, educators, facilitators, and stakeholders.
- The ability to work independently while contributing positively as part of a team.
- A commitment to creating welcoming and inclusive experiences for children, families, and people of all backgrounds.
- Familiarity with Jewish customs, traditions, and community life.
- A passion for building community and creating meaningful experiences that strengthen family connections and Jewish identity.

REPORTING STRUCTURE

The Coordinator of Child and Family Programs reports directly to the Manager of Programming and works collaboratively with staff across all departments of the Rady JCC.

WHY WORK AT THE RADY JCC?

The Rady JCC is more than just a workplace. It is a vibrant community hub where people of all ages and backgrounds come together to learn, grow, connect, and belong.

As a member of our team, you will have the opportunity to create meaningful experiences that enrich the lives of thousands of children, families, and community members each year while working alongside passionate colleagues who are committed to building a stronger, more connected community.

We offer a competitive salary, comprehensive benefits, professional development opportunities, and a positive, collaborative work environment where your ideas and contributions are valued.

HOW TO APPLY

Please submit your resume to Imarjovsky@radyjcc.com by **Wednesday, July 15**.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

The Rady JCC is an equal opportunity employer and is committed to creating an inclusive workplace. We welcome applications from individuals of all backgrounds and experiences.