

Job Description: Facilitator of Youth Play and Learning, Beth Israel Congregation

15 hours per month

Timeframe: From date of Employment to December 31, 2023 when program and contract is scheduled for re-approval for 2024.

Remuneration: \$25-\$27 per hour, depending on experience.

Application Deadline: Tuesday, October 31 by noon.

Working alongside the Program Coordinator, and reporting to the Board Liaison, the Facilitator will support educational programming, focusing on children, youth, and families. Responsibilities include:

- Coordinating and leading family programming based on community need. Recent programming has included weekly Hebrew reading classes for children, a monthly half-day program for families with young children, and a monthly evening youth program.
- Monitoring the yeladimBIC email account and responding to queries in a timely manner
- Keeping in touch with individual program registrants through email and other modes as is beneficial (i.e., social media, phone...)
- Implementing and ensuring that all requirements of Beth Israel's Abuse Prevention plan are met, including maintaining records, registration forms, and facilitating record checks as needed.
- Providing a monthly submission for the BIC newsletter, including photos of past month's events, details of upcoming events, and any relevant resources.
- Supporting Beth Israel major event planning, including attending meetings, promoting events, and contributing to the organizing.
- Providing up-to-date information for the Beth Israel website and social media accounts.
- Offering feedback, ideas, and support to the Coordinator regarding outreach to youth and families.
- Proposing to the Event and Outreach Committee programming that meets emerging needs of youth and families.
- Involving BIC volunteers and participants in events and organizing.
- Maintaining BIC's play and craft supplies, using the available budget.

This role also involves supporting the responsibilities of the BIC Coordinator when they are away. This would involve additional hours for short periods (maximum one month), as agreed to

between the Facilitator, the Coordinator, and the Board liaison, to complete tasks as assigned/prepared by the coordinator. Responsibilities will include:

- Maintaining regular office hours at 775 Weller St.
- Assisting members and rental guests who enter the building.
- Responding to phone messages, emails, and social media messages and comments on BIC's accounts.
- Liaising with the Joint Administrator of 775 Weller St.
- Collating and sending Beth Israel's weekly newsletter.

As this is a new role at a time of great change within BIC, some flexibility will be required as we iron out processes and expectations. The Facilitator is expected to keep the Board Liaison informed of challenges and resource needs.

For more information or to apply, please email contact@jccpeterborough.com