



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

**Job Opening: 9-month Position -PJ our Way (PJOW) and Sylvan Adams YM-YWHA Tween Programs Intern, November 2021 (as soon as possible) – July 2022.**

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.

We have partnered with PJ Our Way powered by GenMTL to provide programs to Tweens (kids aged 9-12).

**JOB SUMMARY**

The PJOW and Sylvan Adams YM-YWHA Tween Program Intern will be responsible for assisting in the coordinating, planning, and running of all tween programs and events. The goal is to provide tweens in the Montreal and surrounding area with a way to connect to one another, the community, and learn and experience Jewish values and holidays in diverse ways as well as support the leadership development of the tweens on the leadership committee.

**RESPONSIBILITIES**

**(Include but are not limited to)**

- Planning holiday and community events for Tweens.
- Keeping track of attendance at events and other programs.
- At least 10 "Coffee Dates" over the contracted period.
- Providing constructive feedback to the coordinator regarding events and programs.
- Facilitating workshops, events, and meetings alongside the program Coordinator.
- Creating, buying, and developing materials for all the programs and events. (All program materials bought for the sole purpose of the events and programs - with the approval of the coordinator and program supervisor, will be reimbursed in full.)
- Create meaningful ways for the tweens to engage with one another and the Montreal Jewish community.
- Assist in recruiting new families and tweens to the program.
- Assisting in documenting all the events and programs when a photographer is not present.
- Additional initiatives as time/resources permit
- Regular contact and updates with coordinator, including evaluation after each initiative (# of participants, impact measured, etc.)
- Creating an output summary of their position and feedback.
- Other duties as they arise.
- Working hours will vary across a month according to meetings, needs and events.

**REQUIREMENTS**

- Must be living in the Montreal or surrounding area.
- Must be familiar with Jewish values and holidays.
- Must be comfortable working with children that are younger than 13 years of age.
- Must be flexible and adaptable.

- Must be fully vaccinated and manage in accordance with current government guidelines.
- They should be interested in planning events, able to take initiative, able to be flexible and adaptable to covid circumstances, comfortable using zoom and other online platforms when in person meetings are not available, comfortable working independently and comfortable reaching out and meeting new people.
- Driver's licence is an asset.
- Bilingual is an asset.
- Degree or studies in a relevant field (Education, Leadership, Social Work) is an asset.

Please submit your CV and cover letter to [tweens@ymywha.com](mailto:tweens@ymywha.com). Only those candidates who are selected for an interview will be contacted. Application deadline is September 10, 2021.

**STIPEND**

\$2000 CAD (to be received over the contract period).