

## TEMPLE Job Description for

### ADULT PROGRAM DIRECTOR

**OVERVIEW:** The Adult Program Director will assist our clergy, staff and lay leadership in developing, facilitating and coordinating Temple-wide synagogue programming in furtherance of the Temple's mission. This new staff position will afford the congregation a chance to expand the programmatic opportunities we provide for our adult members. The Adult Program Director's work will provide our clergy with more time for the tasks for which they are uniquely qualified and which only they can perform (such as counseling, teaching, pastoral visits and life-cycle events) as well as free our administrative staff of various tasks so that they can better fulfill their job responsibilities. The Adult Program Director will coordinate activities under the administrative guidance of the Executive Director but will report to the Senior Rabbi.

#### GENERAL DESCRIPTION OF AREAS OF RESPONSIBILITY:

- **CREATING NEW PROGRAMS:** Work with staff and lay leadership to develop and implement new programs and activities including but not limited to Outreach, Chavurot and Family Study Retreat Weekends. Assist the Director of Youth Activities in implementation of the *Shabbat* Initiative, including organizing and planning Temple wide Friday night *Shabbat* dinners and programs and Saturday afternoon *Havdalah* programs and dinners.
- **INVOLVING MEMBERSHIP:** Work with the CIC Committee and Executive Director in implementing and enhancing our membership recruitment and retention programs. This will include but not be limited to: prospective member orientations & tours, speaking with prospective members when they call the Temple, coordinating phone calls to prospective and current members prior to High Holy Days, new member dinners, overseeing new member welcome packages, maintaining materials that are sent to prospective and new members, analyzing new and current membership, etc.
- **RECRUITING VOLUNTEERS:** Create a Volunteer Involvement Program including: development of a database of our congregants' talents and interests; coordination of the matching of skills and needs; provide committees with names of the congregants who should be considered, developed and encouraged; assure that committee chairs reach out to interested congregants; follow-up on new members when they volunteer for involvement on their application form; follow up with volunteers to see that their placement met their expectation; create a means of acknowledging and thanking all volunteers on an annual basis
- **COORDINATING PUBLICITY:** Oversee and coordinate internal and outside publicity for Temple programs and activities

- **STAFFING COMMITTEES:** Serve as the resource and support person for various committees, identifying opportunities and providing motivation, goals and objectives, and insuring implementation for their programs. The committees may include but are not limited to: Adult Education, Communications, Congregational Involvement (CIC), Social Action including Mitzvah Day, Spring Event (with the Development Director) and Board Development (with the Executive Director).

#### **ADDITIONAL RESPONSIBILITIES:**

- **ATTENDING MEETINGS:** Attend and participate in weekly senior staff meetings and the various committee meetings as listed above as well as any that would require the Program Director's expertise. Also attend all appropriate Temple-wide events to deepen relationships with the membership, including *Shabbat* and festival services as appropriate.
- **PREPARING AND ADMINISTERING BUDGETS:** Prepare and maintain the budget of income and expenses, request necessary payments to vendors, for all programs for which the Program Director is responsible. Also maintain records of attendees and participants at various programs.

#### **QUALIFICATIONS AND SKILLS:**

- Knowledge and understanding of Jewish traditions and practices
- Superior interpersonal, communication and writing skills
- Understanding and enjoyment of participatory team decision-making
- Experience in coordinating, facilitating, and implementing programs
- Ability to set priorities, work independently, follow through on programs, projects and adapt to changing situations
- Capability for flexible scheduling including evenings and weekends, as necessary
- Knowledge of basic computer applications including Microsoft Word, Excel, etc.