

Temple XXXX---March, 2005
Mitzvah Mentor/Family Life Programming
Job Description

Duties and Responsibilities:

Coordinate mitzvah programming for the religious school community (grades k-10)

- ✧ Organize, coordinate and recruit mitzvah projects for the entire school year.
- ✧ Serve as a resource to Religious School classes and teachers as they create and execute a class mitzvah project (grs. 2-7).
- ✧ Serve as a liaison between the RS mitzvah program and the Social Action Committee.
- ✧ Administer 6th/7th grade mitzvah program.
Includes:
 - Update and maintain **Temple XXXX Religious School Mitzvah Guide** and, Mitzvah link on Temple XXXX Web Site.
 - Create monthly Mitzvah Column for the Religious School page in the Temple Bulletin.
 - sign students up for 4 projects each year... via mitzvah fair in the Fall, mailings and other sign up mechanisms.
 - communicate with parents and students about logistics via phone and email as well as during designated office hours.
 - implement evaluation and follow up with participant's and participating organizations.
 - consult with BM parents and students about appropriate mitzvah projects in honor of their becoming BM.

Administer Special Programming:

- ✧ Provide administrative and programming support for "5th grade bar/bat mitzvah orientation program" (Fall)
- ✧ Assist in coordination and administration of 6th grade family bar mitzvah orientation Shabbaton.
(1 Saturday in the Winter-Jan. or Feb.)
 - teach a session on the mitzvah component of becoming Bar/Bat Mitzvah...
 - invite representative from the Social Action Committee to be present as well.
- ✧ Provide administrative and programming support for "Shabbat from the inside out" 7th grade BM exploration on 3 Saturday AM's 2 in the Fall, 1 in the Winter.
 - teach a session on the mitzvah component of becoming Bar/Bat Mitzvah.
 - invite representative from the Social Action Committee to be present as well.
- ✧ Provide administrative and programming support for "post bar/bat mitzvah evaluation dinner." (Spring)
- ✧ Provide administrative and programming support for confirmation retreat/ L'taken Seminar and other programs as needed.

Director of Programming and Informal Education 2005

Educational Requirements:

Solid Jewish knowledge with education background or RJE Certification, Bachelor's Degree in Judaic Studies or related field.

Experience and Qualifications:

- Three years experience in informal educational programming in a Reform Jewish Congregation, including adult education and outreach.
- Strong knowledge and understanding of Jewish traditions and practices.
- High-energy person, with strong interpersonal and communication skills.
- Able to create programs, set priorities, and work independently with volunteers and lay leadership.
- Well organized person who can motivate, delegate and oversee to completion all programmatic tasks including working with the director of communications to create brochures and market events to the congregation.
- Understands and promotes participatory team decision-making.
- Ability to be flexible and adapt to changing situations.
- Knowledge of basic computer applications.
- Available for flexible scheduling including evenings and weekends.

Reporting and Supervision:

Reports to the Executive Director.

Responsibilities: Create, oversee, facilitate and coordinate programs, activities, congregational and community wide events, including, but not limited to, the following areas:

Religious Life Celebrations: Provide meaningful Shabbat and Holiday celebrations, including the Synaplex program.

Congregation Wide Programming: Provide cultural and social programs.

Outreach Department: Provide programming for interfaith families, Jews-by-choice, and others touched by these issues.

Adult Education Classes, Events, and Projects: Promote lifelong Jewish learning, fostering Jewish literacy and community.

Special Interest Groups:

- a. **Kol Isha:** Programming for the Women of Temple XXXX.
- b. **Men's** Programming
- c. **Next Dor:** Twenty and Thirtysomethings
- d. **Empty Nesters:** Congregants in their fifties (more or less).
- e. **Prime Timers:** Older congregants (65/70+)
- f. **Singles**

Additional Responsibilities:

Attend weekly staff meetings.

Attend meetings of lay committees under the portfolio of Director of Programming and Informal Education.

Maintain the records of the department.

Prepare and administer yearly department budget.

Congregation XXXX---2007

Job Description: Director of Family Education

Family School:

Hire and supervise teachers; oversee and implement school curriculum with input from senior staff; manage school enrollment; coordinate all parent communication (welcome letters, etc.); order curricular materials including books/supplies; supervise high school aide program; orchestrate Sunday morning schedule; supervise administrative helper on Sundays; organize and lead 2-3 yearly teacher workshops & orientation; oversee grade-level Shabbat dinners; coordinate room parents; advise education committee; coordinate teacher compensation and school budget with Executive Director.

Hebrew School

Hire and supervise teachers; develop and implement curriculum; order books/materials; coordinate parent communication; manage enrollment.

Children's High Holiday Education Program:

Supervise the design of a program with coordination from Executive Director; hire and supervise a staff, manage facility, and coordinate the purchase of program materials and snack supplies.

Grades 6 and 7 Programs

Determine books and films; coordinate parent communication; make sure clergy are assigned to each program.

Children's Activities: Hanukkah Dinner, Passover Seder

Plan and implement small-scale children's activities (worksheets, games, etc) for specific holiday gatherings; coordinate any communication with guest presenters (challah baker).

School Grants:

Complete appropriate paperwork on grants for Family Education.

Youth Program:

Hire and supervise high school youth group advisor/s. Make sure fliers go out; plan events with advisor/s year in advance; Develop junior high youth group.

Tot Shabbat Morning Program:

Plan program for toddlers and parents once a month on Friday mornings; coordinate participation of rabbi and cantor.

Community Education Committee Meetings:

Attend meetings of area educators as interested

Educational Trips:

Manage registration and communication for any high school educational trips to New York, Washington D.C., etc

Social Justice Programs:

Coordinate sign-up and participation for congregational Tzedakah Days including:

Passover Meal Delivery

Greater XXXX Food Depository

Night Ministry

Purim Toiletry Drive

Temple XXXX
XXXXX
Director of Youth Programming
Job Description

The Director of Youth Programming will inspire our youth to embrace and sustain their connection to Jewish life. The Director of Youth Programming will coordinate and supervise youth programs for TYG (Temple XXXX Senior Youth Group grades 9-12), JYG (Temple Youth grades 6- 8), JYG 45 (grades 4-5), and JYG 23 (grades 2-3). The Director of Youth Programming serves as a positive Jewish role model and mentor, sharing our passion for Jewish living, learning, and building community.

Programming

- Plan and implement a calendar of activities that is balanced and which includes educational, religious, and social content for all four (4) youth groups;
- Plan, schedule, publicize, hire necessary staff, execute, and create budgets for programs including fundraisers for three (3) junior youth groups and TYG programming will be in conjunction with the JYG Board);
- Attend and chaperone regional retreats when appropriate;
- Create and execute JYG Leadership training- initial and ongoing;
 - Mentor JYG Board members
 - Facilitate JYG Board meetings (16-18 per year)
- Recruitment
 - Recruit participants to programs (with JYG Board assistance);
 - Identify and nurture future leader;
- Maintain JYG Website with help from Temple XXXXX Webmaster;
- Ensure that all XXXX and NFTY policies are adhered to, such as Code of Conduct and release forms for all events;
- Create goals and expectations for long range planning;
- Hire Junior Youth Advisor to staff lounge hours and events;

Temple-wide responsibilities

- Attend monthly XXXX Board meeting;
- Attend weekly staff XXXX professional staff meetings;
- Weekly meetings with XXXX supervisor;
- Teach in XXXX religious school (1 class);
- Coordinate XXXX and XXXXXX school district calendars and NFTY national and regional event calendars;
- Work closely with lay-led XXXX Youth Committee;
- Help plan agenda for XXXX Youth Committee meetings (6 annually) with Youth Committee Chair;
- Contribute monthly to XXXX bulletin;
- Help to supervise Youth Lounge;
- High Holy Days

- Organize JYG-led worship service in conjunction with Director and Assistant Director of Education;
- Plan and execute programs for grades 2-3 and grades 4-6, including hiring of staff;
- As a XXXX professional staff member, the Director of Youth Programming is expected to collaborate with other XXXX professionals staff and to participate in family and Temple-wide events when appropriate;
- Coordinate youth involvement in Temple-wide events (e.g. Mitzvah Day, Purim Carnival);
- Empower teens to take a leadership role in planning youth services and to work with appropriate committees and staff (worship/education/clergy);
- Create and manage the Youth Program budget with help from Youth Committee and Finance Committee;

Community-wide Responsibilities

- Maintain ongoing involvement with NFTY national and regional staff;
- Attend conferences and workshops relevant to youth and informal education (e.g. URJ Youth Workers Conference);
- Connect with youth workers at other local congregations to explore joint programming opportunities;

The Director of Youth Programming is a full-time 12 month position which includes evening and weekend programming.

The Director of Youth Programming is supervised by the XXXX Associate Rabbi. Other responsibilities may include such other duties as are deemed appropriate by the Temple XXXX Board or supervisor.

Position Available: July 1, 2008

Benefits: Hospital and medical insurance; long-term and short-term disability; dues to Professional Organization; 4 weeks of vacation;

Salary Range: Highly competitive

Desired Education Degree/Level: Bachelor's Degree

Other: Strong organizational skills, understanding of adolescents, basic financial management skills, creativity, flexibility, Jewish camp experience, and commitment to liberal Judaism

Career Level: All levels considered