Youth Advisor for Congregation Shaarei Kodesh in Boca Raton

JOB SPECIFIC DUTIES AND RESPONSIBILITIES, which include the following; other duties may be assigned:   
  
•Plan, publish and implement, with Director of Youth Learning and Living, a balanced program in each of the following areas:   
-Social, b) social action / community service, c) religious / cultural, d) Fundraising, e) leadership development f) involvement within the synagogue community  
•Is responsible for the communication to parents and students of events.   
•Is responsible for attendance of members in Chalutzim (Grades 3-5), Kadima (Grades 6-8), and USY (Grades 9-12) at events held in or out of the Synagogue, within the State of Florida. The advisor is responsible for securing the agreed upon number of participants for each event.   
  
•Attend all events, as well as any pertinent leadership training.   
  
•Organize and purchase with approval from the Director of Youth Learning and Living, all supplies; including drinks, snacks, art supplies, etc, and entertainment for all events.   
  
•Communicate directly and frequently with parents of members and potential members concerning the details of events. Visit classrooms when available to remind them about upcoming events. Keep detailed, accurate, and responsible records of all parent communication, positive or negative.   
  
•Coordinate the use of facilities with the Director of Youth Learning and Living to ensure cooperation and prevent conflicts.   
•Meet monthly, or more frequently as necessary, with the Director of Youth Learning and Living for developing and scheduling programs and solving any problems, which may have arisen.

Create flyers and/or appropriate text or social media posts to market programs to both kids and their parents.  
•Model appropriate conduct and values.   
•Such other job-related duties as may be necessary for the proper and successful operation of the youth group including created registration forms, collecting fees, turning in expenses/expense reports.   
•Understand and implement all synagogue policies.   
  
QUALIFICATIONS:   
•Strong communication skills: oral, reading, writing and familiarity with social media.  
•Strong organizational skills   
•Ability to relate to young children and adults   
•Ability and willingness to work with a team   
•Child CPR/First Aid certification or willingness to acquire   
  
Education and/or Experience:   
•BA preferred.   
  
•Must enjoy and understand working with children and have experience in youth programming.   
  
•Experience with USY and/or Ramah camping movement   
  
•An understanding of Jewish customs and values.   
  
WORK ENVIRONMENT:   
The position will interact with children 5-10 hours per week – Days/Time are flexible. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and scanners.

HOURS: (subject to change)  
  
• Chalutzim meets once a month (September through May) on a Sunday from 4:30-6:00 pm.

• Kadima meets two Thursday nights a month (6:45 – 8:30pm) and one Sunday for an event usually around 1:30 – 5:00 pm.

•USY meets two Thursday nights a month (6:45 – 8:30om) and one Sunday for an event usually around 1:30 – 5:00 pm.

Attendance at Southeast Regional programs with USY

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