

## Youth Director Job Description

August 1, 2016

The Youth Director is responsible for planning and implementing the various formal and informal Jewish educational experiences for our teens and youth, including mid-week, Shabbat and Sunday programming. The Youth Director is responsible for the Chalutzim, Kadima or USY chapter. The advisor provides leadership and direction to the Chapter President(s) and Executive Board Members, empowering them to take on responsibilities in running the chapter. Working with youth leadership, the advisor is responsible for helping to organize quality and engaging programs; maintaining communication with members, potential members, and their parents; and developing leadership skills. The Youth Director is part of the educational team of the Galinsky Academy, and is also part of the synagogue's professional team and will be working in a collaborative environment with the clergy.

### **Youth Director - Core Tasks**

- Be responsible for youth group logistics: planning, calendar, finances, *Shabbatonim*, conventions, communications, publicity, recruitment
- Coordinate youth group staff and volunteers
- Maintain contact with current and prospective students (= outreach)
- Create clear and "in advance" communication with parents
- Create a "culture of continuation"
- Be a "presence" in the synagogue at places/times when kids are present:
  - Visit Day School lunch
  - Attend big events in Religious School & Day School
  - Visit religious school
  - Stand at carpools
  - Attend non-program Shabbat services
  - Attend non-program Holiday services

### **Specific Responsibilities include:**

- Work with the Executive Board Members to develop an effective, engaging program that includes educational, religious, social, and cultural components.
- Hold monthly meetings with the Executive Board Members to plan events and programs.
- Conduct at least two events per month.
- Help support Shabbat and holiday programs designed to engage youth in the synagogue community.
- Enforce all policies and religious standards at each event, including: supervision, safety, driving, dress code, *kashrut*, Shabbat, etc.
- Track income and expense for events.
- Ensure proper communication with chapter members, potential members, and their parents through e-mail, phone, mail, and in-person. Provide content for Setzer Youth Education publications.
- Attend Youth Committee meetings.
- Actively promote sub-regional, regional and international events; accompany participants to all sub-regional and regional events, as needed.

Resumes to:

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