

**United Synagogue of Conservative Judaism**

**JOB DESCRIPTION**

**REGIONAL YOUTH DIRECTOR**

**METNY Region**

This position functions as a key staff member of the METNY Region, supervising and supporting the day to day operations of United Synagogue Youth (USY) and Kadima activities in the METNY Region. The Regional Youth Director will report to a supervisor from the international office and consult with the Kehillah Relationship Manager (KRM) and the regional youth commission chair(s).

**Duties and Responsibilities:**

* Promote and monitor all aspects of youth programming, with special attention to Jewish identity, learning and skills
* Develop and run regional youth programs and conventions
* Develop, organize and deliver programs, services and training by providing guidance in training youth leaders in Jewish values and leadership techniques
* Oversee USY Officers, Regional Board, and committees
* Oversee and train regional youth leadership
* Supervise the divisional directors and assistant youth director
* Organize and oversee regional participation in USY International Convention  Work to retain and affiliate USY/Kadima members and chapters in the region
* Monitor compliance with standards as related to USY/Kadima
* Function as head of Youth Department in the youth region
* Work with kehillot to strengthen their youth programs
* Communicate regularly and effectively with lay and professional youth leadership of each affiliated kehillah
* Assist congregations in youth personnel placement
* Assist and train congregational youth personnel
* Responsible for effective and efficient administration of regional youth programs
* Develop and monitor budget in cooperation with supervisor and lay leadership
* Promote and recruit for USCJ youth programs, including USY Israel Pilgrimage, USY on Wheels, USY High, Nativ, etc.
* Represent USY, USCJ, and Conservative Movement in the community
* Work with other arms of the Conservative Movement in the region. Uphold and have an understanding

of the positions, policies, and services of United Synagogue’s youth programs, and the Conservative Movement

* Identify and cultivate potential funding sources
* Develop and maintain a working relationship with local community organizations

**Knowledge and Skills:**

Qualifications:

* Must demonstrate a commitment to Conservative Jewish living
* Must be a regular attendee of a Conservative Movement kehillah
* Must be an observant Conservative Jew
* Must have a commitment to personal growth and ongoing education
* **Must be able to travel on regular basis to visit affiliated congregations in region. This includes evening and weekend responsibilities as determined and agreed upon by lay and professional supervisors**
* Must have a valid passport and driver’s license  Must be a United States citizen  Must have a car, driver’s license and auto insurance.
* Must have good oral and written communication skills.

**Education and Work Experience:**

* Demonstrated knowledge of Judaism
* Minimum – degree from four year college or university
* Preferred – advanced training in a field that will enhance director’s ability to be a greater service to youth and youth programs
* Experience in leading youth groups and programs in a non-profit organization or any equivalent
* Must have a minimum of three to five years’ experience working in related fields
* Combination of experience and training that provides the required knowledge, skills, and abilities is a plus.

*Additional responsibilities/hours may be required as business needs grow and change*