

Overview:

The Youth Director manages the entire youth program for Congregation Beth El. S/he manages the USY and Kadima chapters and pre-Kadima (Machar/Chaverim). S/he manages the youth budget and finances (except for salaries); meets regularly with youth leaders and staff to discuss program ideas and coordinate calendars, and attends synagogue staff meetings (with the rabbi and education director) to integrate youth programming into the general synagogue community.

The appropriate candidate has studied coursework and/or had training in leadership and organizational skills, child/teen development, and Judaic content. S/he will be seen as a role model for Beth El youth and be expected to:

- Develop or facilitate new and innovative informal education activities to strengthen Jewish identity and attachment to Israel,
- Create exciting learning opportunities that teens will want fit into their already busy lives,
- Help pre-teens and teens learn about educational opportunities and encourage them to participate in activities such as Beth El Junior College, Hebrew high, drama and arts programs, school-year programs (such as USY High and Hechalutzim Seminar), summer programs (such as USY Pilgrimage and USY on Wheels), and summer camps
- Participate in community and regional opportunities for youth programming and leadership (such as Federation youth worker trainings), and
- Be a point of contact for teens needing spiritual or emotional guidance.

Focus Areas:

Administration

The Youth Director is responsible for the operation and administration of the synagogue's youth program. This includes:

- Directing and overseeing all Youth programming
- Serving as primary USY and Kadima advisor and pre-Kadima (Machar/Chaverim)
- Managing the Youth budget and chapter finances in conjunction with Youth Commission
- Tracking membership and participation in the program
- Serving on the Youth Commission and working in conjunction with Youth Commission chair

Programming

The Youth Director is responsible for all of the synagogue's Youth programming. This includes serving as a facilitator for USY, working together with youth leaders; fostering an environment to help youth learn to lead (and fail fast), providing the guardrails necessary (not doing the work for the youth, but serving as a guide).

For Kadima and Machar/Chaverim, the Youth Director is responsible for leading program development and execution. Together with the USY chapter board, the Youth Director will guide planning and implementation for a calendar of activities that is:

- Balanced, including educational, religious and social content
- Integrates with the synagogue's Planning Committee program calendar
- Integrates, connects and reinforces Regional activities and monthly event themes
- Facilitates the continued growth of the Youth program
- Reaches out and creates a sense of community with Youth who are unaffiliated with USY

Role Model

The Youth Director is expected to be a dugma (role model) to our Youth and Staff. This includes:

- Being a committed and knowledgeable Jew; furthering the religious outlook and perspective of Congregation Beth El
- Being accessible to the Youth and Advisors/Staff in the program (e.g. regular office hours; promptly responds to calls/texts/emails)
- Being ethical and fair in all dealings with the Youth program
- Attending special youth-centered Shabbat and services whenever possible
- Supporting behavioral religious standards which USY members and staff are expected to follow
- Setting clear boundaries (focus not on being seen as a friend, but as a role model and guide)

Long Range Planning

The Youth Director, together with the Assistant Rabbi, Education Director and the Youth Commission will develop and implement long-range plans for the Youth program that will ensure its continued growth and success. As the youth program is rebuilding, this group will align on priorities to help focus activities over time. Not everything will be a priority for Year I.

Tasks

The specific tasks associated with each area of responsibility shall be as outlined by the Assistant Rabbi and the Youth Commission.

- Serving as advisor for day-to-day running of USY chapter (see details below)
- Serving as advisor for Kadima chapter to plan and execute 4-6 events per year
- Serving as advisor for Machar/Chaverim to plan and execute 4-6 events per year
- Managing youth budget
- Program administration; ensuring appropriate staffing for all programs
- Serving as direct contact with youth
- Providing direction for planning and running programs

Day-to-Day Responsibilities for USY Advisor:

- Conduct at least one event per month, and at least one board meeting per month and/or regular in-building gatherings.
 - Serve as a presence for Youth programming during Hebrew High
 - Offer USY “hang outs” in Beth El Youth Lounge to foster a presence for USY on a regular basis
- Calendar for the year should be created to align to Regional calendar and themes.
- Ensure high level of communication (both proactive and reactive) with chapter members and their parents through e-mail, phone, mail, and in-person.
 - Be accessible to youth and respond in a timely fashion
 - Ensure that Social Media (and web site if appropriate) is kept up-to-date with calendar and contact information
- Communicate regularly with synagogue staff and volunteers to provide content for weekly calendar in synagogue bulletins and Beth El Buzz.
 - Events should be publicized six weeks in advance and promoted via Beth El Buzz; Beth El News; USY Social Media and event flyers.
- Collect dues, and collection of membership and release forms.
- Track attendance at events. Track income and expense for events.
- Attend all staff meetings and Youth Commission meetings.
- Accompany youth to all regional events in which we participate.
- Provide leadership training and mentoring to USY Board members; encourage youth leadership to take responsibility for programming and membership recruitment and retention.
- Follow all applicable business controls and policies as specified by the Youth Commission.
- Understand, enforce and observe all behavioral and religious guidelines and policies.
- Craft tailored letters of recommendation for youth leaders.

The specific tasks associated with each area of responsibility shall be as outlined by the Youth Commission.

Measurable objectives will be established before start of 2016-17 USY calendar together with Rabbi Green and Juli Mandel Sloves (Youth Commission Chair). A mid-year evaluation will be provided in January and a year-end evaluation in June.

Regional/International Support:

Regional Events

Foster Participation in regional and international USY and Kadima programs and activities is a critical part of every local USY/Kadima program. Encourage chapter members to enroll and pay on time, and to forward checks and registration information to the regional office within deadlines.

Take responsibility for hosting events that bring in a regional audience, such as Turkey Trot dance or kinnusim, such as Mid-Winter Convention.

International Programs

The youth staff is also expected to publicize and encourage participation in International USY programs, such as USY on Wheels, USY Pilgrimage, Nativ, and USY High. They can learn about these programs through mailings from their regions, at the USY web site (<http://www.usy.org>), or from their regions.