**GardensUSY Youth Advisor Job Description**

**Temple Beth David, 2015**

Temple Beth David of Palm Beach Gardens is seeking a youth advisor to be responsible for the day-to-day operation of our GardensUSY and GardensKadima chapters. The advisor will be directly responsible to the Coordinator of Education and Engagement (CEE). Our new youth advisor will provide leadership and direction to the GardensUSY president and board, empowering them to take on as much responsibility running the chapter as they can.

Specifically, the advisor will:

* Conduct one event per month, and one board meeting per month. Calendar is to be planned in conjunction with the CEE. Detail planning should be reviewed with the CEE at least two weeks in advance of the event.
* Assist youth director with administrative tasks as required, which may include collection of dues, and collection of membership and release forms.
* Track attendance at events. Track income and expense for events.
* Ensure proper communication with chapter members and their parents through email, phone, mail, and in-person. Ensure that web site is kept up-to-date with calendar and contact information. Provide content for monthly calendar in synagogue bulletin.
* Attend regular meetings with the CEE and Youth Commission meetings.
* Accompany youth to all regional events in which we participate.
* Follow all applicable business controls and policies as specified by the CEE and Youth Commission.
* Participate in synagogue-wide events such as the Purim carnival, Chanukah party or sukkah building and decorating
* Understand, enforce and observe all behavioral and religious guidelines and policies.

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