



Job Position: Youth Group Advisor
Jacksonville Jewish Center, Jacksonville, FL

Jacksonville Jewish Center is a Conservative, egalitarian congregation, home to numerous members who are active in Jewish communal life, both in professional and volunteer capacities. The Center's Galinsky Academy is comprised of the Dubow Preschool, the Bernard & Alice Selevan Religious School, the Martin J. Gottlieb Day School and the Setzer Youth Education department.

Setzer Youth Education is comprised of youth groups (Chalutzim: 4th and 5th grades, Kadima: 6th through 8th grades and USY: 9th through 12th grades), Scouts (Cub Scouts: 1st through 5th grades, Boy Scouts: 6th through 12th grades, Daisies: K & 1st grades, Brownies: 2nd & 3rd grades, Juniors: 4th & 5th grades and Cadettes: 6th through 8th grades), Educational Programs (Siyyum is our capstone program for 12th graders), Religious Youth Programming (Camp Shabbat, iShabbat and Family Minyan for families with kids in K through 5th grades) and Summer Camp (Camp Ki Tov Lower Camp for ages 1 & walking through Pre-K, Upper Camp for grades K through 5th grade and the L.I.T. program for 6th through 10th graders).

Youth Group Advisor Job Description

The Youth Group Advisor is responsible for the Chalutzim, Kadima and/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 Advisor works with the Youth Director, Assistant Youth Director and the Setzer Youth Education Assistant, and is supervised by the Youth Director.

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.
- Attend and supervise all events, and 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 the weekly Setzer Youth Education digest email.
- Attend Youth Committee meetings, when requested.
- Actively promote sub-regional, regional and international events; accompany participants to sub-regional and regional events, as requested.

Key qualifications

- Experience working with teens and/or pre-teens
- Excellent communication and organizational skills
- Ability to work both independently and as part of a team of professionals and volunteers
- Have a demonstrated commitment to Jewish life and values
- Flexible schedule is very important

We are currently looking for 1 Chalutzim Advisor, 1 Kadima Advisor and 1 USY Advisor. The position begins on September 1st, 2015 and concludes on June 1st, 2016. The salary is \$1,000 for that time period, for each group supervised. If interested, please apply immediately by sending a cover letter and/or resume to sresnick@setzeryouthed.org. Please include "Youth Group Advisor Position" in the subject line.