

## YOUTH DIRECTOR – JOB DESCRIPTION

<b>JOB TITLE</b>	Youth Director
<b>LOCATION</b>	Kehillat Kadimah – Rose Bay, Sydney, Australia
<b>WORKING HOURS</b>	Part time – hours negotiable depending on availability – min. 15 hours per week (including evenings, weekends, other events, planning time). Must be available on all Shabbatot and Chaggim.
<b>SALARY</b>	Commensurate with experience
<b>REPORTS TO</b>	Communal Rabbi and the Youth Sub-Committee of the Board of Directors

### ROLE OVERVIEW

The Youth Director is the face and voice for youth and teen programming at Kehillat Kadimah Limited (**Kehillat Kadimah**). Objectives include maximising participation and the ongoing engagement of our youth and their families. The Youth Director must be a skilled relationship-builder, able to market to, engage and connect with children, youth and parents from diverse backgrounds, be dynamic and energetic with a warm personality and have a commitment to Orthodox Jewish life. The Youth Director's primary focus will be on Shabbat and Chaggim, but with an expectation that the role will require proactive engagement outside of these times. The Youth Director is expected to communicate effectively and responsibly with parents of youth.

### ROLE RESPONSIBILITIES

Amongst your responsibilities are the following:

- Plan and lead a variety of activities suitable for boys and girls bearing in mind and catering appropriately for: different age groups; varied levels of Jewish experience, knowledge and observance; and different levels of experience and engagement with the community at large; all with a view of deepening and enhancing Jewish attachment, identity and constructive engagement.
- Recruit, train and oversee a team of youth leaders who will assist in the delivery of youth services. This may require directly sourcing a range of candidates across years 9, 10, 11 and 12 who are able to provide consistent levels of care and dedicated service to the roles, and providing ongoing guidance and hadracha training to ensure high levels of professionalism are maintained.
- Responsible for youth services on Shabbat and Chaggim for children aged 3 years through to teenage years; special kiddushim (frequency tbc); and for coordinating other activities when opportunities arise during calendar (e.g. Yom Haatzmaut).
- Oversee the safety of all youth at activities and ensure adherence to both Kehillat Kadimah's and statutory procedures for the safety and protection of youth both at the synagogue premises and off site.
- Initiate and maintain communication with all youth and parents to encourage participation in all local youth activities, using all normal channels of communication including social media e.g. Facebook, WhatsApp etc.
- Co-ordinate with Youth Sub-Committee and Kehillah Kadimah's General Manager on plans and budgeting.
- Coordinate with the Communal Rabbi to develop and agree strategies which planned to be exciting and engaging for the youth of Kehillat Kadimah.

- Developing and maintaining connections into Sydney's Jewish schools, particularly those where our community members' children attend.

### GENERAL DUTIES

- Committed to the aims of Kehillat Kadimah and act as an ambassador for the organisation.
- Work collaboratively with colleagues across the organisation in a manner consistent with Kehillat Kadimah's vision, mission, and strategy.
- Comply with Kehillat Kadimah's policy and procedures and code of expectations.
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff.
- Undertake appropriate compliance and training as may be required (e.g. Working With Children Checks) and be committed to own continuous professional development.
- Maintaining high levels of discretion and confidentiality at all times.
- Maintaining regular office hours and methods of communication with the Youth Sub-Committee, Communal Rabbi and General Manager.
- This job description and duties are not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder.
- This job description is subject to alteration in response to the changes in legislation or Kehillat Kadimah's operational procedures.

### SKILLS CHECKLIST

- 3 years' experience of working in an education, youth or community work setting on a full or part-time basis
- Experience working successfully with both religious, non-religious and non-committed youth
- Certificate or diploma in Education, Youth or Community Work
- Substantial knowledge and understanding of the Jewish Community, Judaism and Jewish Values
- Excellent communication skills, both verbal and written
- Possess excellent interpersonal skills, be articulate, intelligent and self-motivated and have the self-confidence to build and maintain strong relationships
- Excellent professional relationships skills when working with customers and employees at all levels; be willing to ask for and listen to ideas and feedback
- Proven experience as a proactive team member, contributing to the success of the wider team and organisational goals
- Creative with own ideas for programmes and activities
- Excellent social media abilities
- Energetic and proactive attitude
- The Youth Director is, above all, a role model of committed Jewish living. It is expected that they will conduct him/herself at all times in a professional manner and one that is consistent with the values of Kehillat Kadimah and Orthodox Judaism, demonstrating an example of Jewish ethical and spiritual life.
- It is possible that the role of Youth Director might be suited to an engaged or married couple who are interested in a coordinated role whereby they can work together and share the responsibilities of the role.

### APPLICATION DETAILS

The position is part-time, and the successful candidate should be available to start as soon as possible to ensure an appropriate lead up to the 2019 High Holy Days. The role would be on a contract basis initially, with options to extend. Applicants are asked to submit a cover letter and resume on a strictly confidential basis to:

Board of Directors

Kehillat Kadimah Limited

[apply@kadimahsydney.org](mailto:apply@kadimahsydney.org)

### BACKGROUND TO KEHILLAT KADIMAH

Kehillat Kadimah is an Orthodox community in Sydney, Australia, situated in the heart of one of the most densely Jewish populated suburbs of Australia. Our community has nearly 1,000 active members, representing in excess of 300 families. With its community drawing from a heritage dating back to 1950, we are a predominantly Ashkenazi community with the majority of family histories coming from Australia, Europe, South Africa, Israel, New Zealand and England. Kehillat Kadimah was established in mid-2017 to reenergise, reinvigorate and bring renewal to this well recognized and respected community.

We are proudly Zionist in our values and observances. While our membership base is currently skewed towards a demographic of 60 years and older, our location and prominence as one of Sydney's oldest and strongest communities positions us well to attract back young families who are either unaffiliated with an Orthodox shule or who are seeking a family-friendly community. Our community facility contains one large synagogue (seating up to 845), a smaller library/shule for daily minyanim, two communal halls, meat and milk kitchens, and male and female mikvah.