



JOB DESCRIPTION

TITLE: Children's Story Adventure Coordinator

POSITION TYPE: Part-time contract position. The position requires working some weekends. Estimate of an average of 10 hours per week.

TIME FRAME: Position is open on July 1, 2021 and will remain open until filled.

POSITION OVERVIEW:

The Story Adventure Coordinator will assist in creating, planning, and implementing one event per month for B'nai Havurah's Story Adventure program. This is a one-year contract position for August 2021 – July 2022.

Assist in the development, planning, and execution of Story Adventure events for families—parents, children, grandparents. Ages of children will vary from toddler to kindergarten. Story Adventure events will take place once per month either at B'nai Havurah or in locations around the community. Past events have been held at museums, zoos, and recreation centers. The Coordinator will work at each monthly event, which will typically occur on Sunday mornings.

As this is a transitional year for B'nai Havurah and some restrictions of the Covid-19 pandemic are still in effect, these events are likely to be a combination of in-person outdoor events and indoor events as Covid-19 restrictions allow.

FEE RANGE: \$3,000 - \$5,000, commensurate with experience.

WHO WE ARE:

B'nai Havurah is affiliated with [Reconstructing Judaism](#), which is committed to the renewal of American Jewish life. Our movement defines Judaism as an evolving religious civilization that encompasses history, literature, art, music, land, and language. We achieve this through study, worship and joyous practice, social justice, acts of kindness, and connection with the Jewish people. We are an egalitarian and participatory community, open to a variety of perspectives and forms of religious expression. We started as a fellowship/study group (havurah) in 1961, after its founders became inspired by a local appearance of Rabbi Ira Eisenstein - a key figure in the Reconstructionist movement.

RESPONSIBILITIES

See Position Description below.

QUALIFICATIONS + SKILLS

- Jewish education background and/or deep understanding of Jewish holidays, life cycle events, and celebrations.
- A love of children and families.
- Experience in event planning.
- Excellent communication skills, specifically: communicating to parents via email and in-person, writing up inviting event notices for internal and external publication.
- Interpersonal skills to make all participants feel welcome and appreciated when inquiring about and attending monthly events.
- Experience participating in the larger Denver Jewish community is a plus.
- Work efficiently with a team of parents, staff, and spiritual leadership team to create the events.

TO APPLY: Please send letter of introduction and resume to youthed@bnaihavurah.org

**Children's Story Adventure Coordinator
Position Description**

Areas of Responsibility	Duties
Curriculum and Programming	<ul style="list-style-type: none"> • Develop, implement, and maintain 1 event per month for B'nai Havurah Story Adventure Program. • Maintain and purchase all food and supplies for Story Adventure program in accordance with the annual budget.
Communications	<ul style="list-style-type: none"> • Write monthly family email informing parents of the monthly Story Adventure program. • Communicate to Executive Director and Office Administrator to include the Story Adventure programs in What's Nu e-newsletter for B'nai Havurah. • Communicate/invite members of larger Jewish community, other synagogues and B'nai Havurah CCG organization partners to the monthly Story Adventure Programs • Read and reply to all parent emails within 72 hours.
Committee Involvement	<ul style="list-style-type: none"> • Attend 3 Youth Education Committee meetings per year. • Support Youth Education Committee as it carries out its duties.
Finances	<ul style="list-style-type: none"> • Budget and document Story Adventure activity expenses for Youth Education Committee.
Administration	<ul style="list-style-type: none"> • Create Story Adventure Calendar with input from Executive Director. • Communicate to families and other attendees such as teachers and members of the congregation when events should be cancelled or format changed to due to inclement weather or changing Covid-19 conditions and implement a procedure that notifies families and other attendees.