



## JOB DESCRIPTION

**TITLE:** Youth Education Coordinator

**POSITION TYPE:** Part-time contract position. Does require working some weekends. Estimate of an average of 20 hours per week.

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

### POSITION OVERVIEW:

The Youth Education Coordinator will assist in creating, planning, and implementing two events per month for B'nai Havurah's Youth Education program. This is a contract position for the July 2021 to June 2022 with possible extension to July-December 2022.

1. Assist in the development, planning and execution of 'Year of Joy' events for families—parents, children, grandparents. Ages of children will primarily vary from first through sixth grade. Year of Joy events will take place once per month. The Youth Education Coordinator will work at each monthly event, which will typically occur on Sunday mornings. Some events will be co-led by Youth Education Teachers, parents, and members of the larger congregation, with assistance at each event available from teenage madrichim.
2. Assist in the planning, coordination, and execution of Shabbat B'Yachad services one Saturday morning each month. The Youth Education Coordinator will collaborate with the Spiritual Leadership Team for each Shabbat B'Yachad. The Youth Education Coordinator will work at each monthly Shabbat B'Yachad event, which will typically occur on Saturday mornings.

As a member of the B'nai Havurah Team, the Coordinator will collaborate to create successful events that engage our current members and help to grow the membership of our congregation. 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 online/Zoom events, in-person outdoor events, and indoor events as Covid-19 restrictions allow. The ability to quickly pivot from an in-person to an online event will be required (always need to have a Plan B). Some combination of working from home and working at the B'nai Havurah synagogue, and at the monthly events when in person, will be determined based on Covid-19 restrictions.

**FEE RANGE:** \$20,000 - \$24,000, 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.
- Experience using Zoom video meeting app.
- Experience using Microsoft Office applications (Outlook, Word, PowerPoint) and Google applications (Docs, Pages, Sheets).
- Excellent communication skills, specifically: communicating to parents via email and in-person, writing up inviting event notices for internal and external publication, writing event summaries for Youth Education Committee and the Board of Trustees.
- 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.
- Ability to work with Youth Education Committee to budget and report on expenses for each event.
- 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](mailto:youthed@bnaihavurah.org)

## Youth Education Coordinator Position Description

Areas of Responsibility	Duties
Curriculum and Programming	<ul style="list-style-type: none"> <li>• Develop, implement, and maintain 2 events per month for B'nai Havurah Youth Education students / families.               <ul style="list-style-type: none"> <li>○ Year of Joy: 1x/month, typically but not exclusively Sunday morning. The activity centered around holiday, Jewish celebration, or Jewish theme (e.g., High Holy Day program, Magical Mitzvah Tour, Purim Carnival).</li> <li>○ Shabbat B'Yachad: 1x/month, typically Saturday morning.</li> </ul> </li> <li>• Will consult with the Spiritual Leadership Team and Executive Director to plan both events to not conflict with other B'nai Havurah activities, programs, or services.</li> <li>• Maintain and purchase all food and supplies for Youth Education programs in accordance with the annual budget.</li> <li>• Work with the Youth Education Committee at the monthly committee meeting to conduct reviews of the previous month's events and plan future events.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Write bi-weekly family emails informing parents of the monthly Year of Joy program, monthly Shabbat B'Yachad service on Saturday morning, and other youth programming.</li> <li>• Communicate to Executive Director and Office Administrator to include the Youth Education programs in What's Nu e-newsletter for B'nai Havurah.</li> <li>• Communicate/invite members of larger Jewish community, other synagogues, and B'nai Havurah CCG organization partners to the monthly Year of Joy event and Shabbat B'Yachad.</li> <li>• Communicate a status update each month to Youth Education Committee, Spiritual Leadership team, and staff re: upcoming monthly Sunday activity and upcoming monthly Shabbat B'Yachad service.</li> <li>• Read and reply to all parent emails within 72 hours.</li> </ul>
Committee Involvement	<ul style="list-style-type: none"> <li>• Attend monthly Youth Education Committee meeting.</li> <li>• Support Youth Education Committee as it carries out its duties.</li> </ul>
Finances	<ul style="list-style-type: none"> <li>• Budget and document Year of Joy activity expenses with Youth Education Committee.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Create Youth Education Calendar with input from Youth Education Committee, Spiritual Leadership Team, and staff.</li> <li>• Create Youth Education-related event pages for monthly Year of Joy event and monthly Shabbat B'Yachad.</li> <li>• 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.</li> <li>• Work with the Executive Director to ensure that the building needs of the Youth Education program are being met</li> </ul>