

CBI YOUTH GROUP ADVISOR

Job Description, April 2008

The CBI Youth Group Advisor will be responsible for the supervision, development and financial management of CBI informal youth programming. The Youth Group Advisor will work under the direct supervision of the Rabbi Educator and will be supported by the CBI Youth Committee and Rabbi Alexander

QUALIFICATIONS

The CBI Youth Group Advisor should:

- Be knowledgeable of Jewish practice, belief, and tradition
- Have a general working knowledge of informal Jewish education and child development
- Have extensive experience working with children in a group setting
- Have experience in program administration, including program development and budgeting
- Demonstrate mature, consistent, and responsible behavior
- Demonstrate exceptional leadership skills
- Be committed to the development and improvement of CBI Youth Programming
- Be dedicated to the mission and goals of Congregation Beth Israel

JOB RESPONSIBILITIES

Programming:

- Create and develop a yearly calendar of programs for both Sr and Jr BITY.
- Schedule at least one program a month for Jr and Sr BITY.
- Schedule and attend monthly meeting of the BITY Board.
- Attend Youth group events.
- Develop and implement programming for the 2006 Fall NFTY Kallah.
- Include a balance of social, social action, educational, and religious programming.
- Ensure that all programs are safe, have adult guidance and serve the interest of the group.
- Develop a connection with NFTY.
- Build leadership, attendance, and participation in regional and national NFTY events.

Supervision and Training:

- Train and develop the BITY Board.
- Help define the roles of the Board positions. Teach leadership skills (responsibility, follow through, flexibility, etc) for effective functioning.
- Work with BITY Board members to evaluate their positions.

Finances:

- Manage the youth budget.
- Collect, submit and track dues.
- Manage finances for fundraising and program expenses.
- Manage finances for the Fall NFTY Kallah.
- Submit budget for next fiscal year.

Communications:

- Coordinating programming schedules with the CBI calendar and the events of Religious School and other groups.
- Develop a procedure and schedule for publicity and parent communications.
- Submit monthly newsletter articles and publicity for programs.
- Create and maintain e-mail lists for members and parents. Maintain youth web pages.
- Maintain files of community resources and programs.
- Evaluate youth program at the end of each semester.

CLASSIFICATION AND HOURS

The Youth Group Advisor is an exempt regular part-time position. The Youth Group Advisor should average 10 hours per week on regular CBI youth programming. Youth Group supervision will take place over 10 months (mid-August to mid-June) and will include attendance at youth group events and meetings.

The Youth Group Advisor will also meet regularly with the Rabbi Educator, attend monthly Youth Committee and Sr. Youth Board meetings, attend Executive Youth Committee as needed (Rabbi Educator, Rabbi, Youth Committee chair), and other meetings as requested.

SUPERVISION

The Youth Group Advisor works directly with the Youth Committee, is supervised by the Rabbi Educator and will be supported by the Senior Rabbi.

APPLICATION

All candidates should complete the Congregation Beth Israel Application for Employment form and Education Supplement. Providing a resume is encouraged, but not required, and does not substitute for an application. References will be required. Background checks are required at the time of hire.