

WESTCHESTER JEWISH CENTER
DIRECTOR OF TEEN ENGAGEMENT

ABOUT US:

Westchester Jewish Center (WJC) is a Conservative, traditional and egalitarian synagogue, located in Mamaroneck, New York. We are a welcoming religious and cultural home base for our local community. Since 1905, our mission has been to foster a sense of belonging, and encourage our members to gain an appreciation of how to live life fully as modern Jews.

Our vast array of programs enables the exploration of Jewish traditions, history, culture and religious practices. We come together for worship, study of Torah, education, volunteer work, holidays and celebrations.

WJC offers comprehensive educational and cultural programming from early childhood through adulthood, including our Early Childhood Center, Religious School and Hebrew High School, as well as study groups, seminars, music and dance. Community worship includes a broad range of options from traditional to innovative contemporary services offering different modes of spiritual engagement for the broad spectrum of our congregation.

WJC's volunteers are the lifeblood of our community. Tikun Olum is a guiding principle. They contribute their time, creativity and resources for the underserved of Westchester and beyond.

THE OPPORTUNITY:

We are searching for a new Director of Teen Engagement to enhance the relationship between our youth (i.e., ages 13 – 18), their peers, their community, the congregation, and Judaism. The overarching goal for the position is to build a robust set of engaging experiences from b'nei mitzvah through college.

We are looking for a warm, creative, energetic and engaging candidate. The ideal candidate will have strong communication and organizational skills, as well as relationship and community building skills. This rewarding opportunity will enable you to build upon existing teen programs, as well as innovate, lead, and incorporate your own vision.

RESPONSIBILITES INCLUDE:

Essential Responsibilities

Hebrew High Programming

Build/grow/enhance the formal education for teens, incorporating experiential education, service learning, leadership training, and Jewish learning. Develop and oversee Hebrew High curriculum and programming. Arrange teachers, speakers, and other outside agencies that will be supporting high school programming. Meet weekly on Tuesday nights to deliver teen high school experience. Grow the number of students and the frequency with which they attend.

Grow a strong teen community through programming and events.

Establish a set of events to engage teens in synagogue life. Collaborate with other WJC areas (e.g., Brother/Sisterhood, Social Action Committee, Hebrew School, etc.) to build cross-community, intergenerational activities.

Responsibilities include, but are not limited to, programming the events, recruiting participants, coordinating logistics, managing the budget, and facilitating the experience so that participation grows over time. Design and supervise a monthly Shabbat experience and holiday experiences. Build upon successful service learning experiences and trips.

Develop Strong Relationships with WJC Teens and Families

Develop and maintain strong, ongoing relationships with WJC teens and their

families. Maintain and foster communications with preteens, teens, and recent graduates (i.e., college students) and their respective families. The position has direct responsibility for maintaining an up-to-date database of current teens and their families. The position requires regular and ongoing interactions, in-person and virtual, with the teens and their families. Market all teen programming through social media, WJC emails, phone calls, and other methods of communication.

Empower Teens through a Teen Leadership Council

Cultivate and empower teen leadership at WJC. Provide teens opportunities to serve as leaders of the WJC youth group and/or for individual events. Encourage participation in leadership development locally (WJC) and regionally (USY).

OTHER RESPONSIBILITIES:

- Maintain records of teen programming, including attendance, expenses, program designs.
- Design and deliver High Holiday teen programming with the clergy.
- Manage available resources (i.e., working within budget). Present budget to committee and executive director.
- Oversee the Shalach Manot annual fundraiser.
- Engage with WJC as the face of teen programming.
- Participate in regular lay leadership meetings (i.e., officers, trustees, teen engagement, and family and youth education committees).
- Work with other WJC educators to create a seamless arc of experiences for youth and their families at WJC.
- Participate in staff meetings.

- This role requires strong working relationships with clergy, executive director, building superintendent, and lay leaders.

DURATION: Full time desirable; part time considered. A successful candidate will be available per the programming demands and flexible enough to align scheduling with teens' availability.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE: This role requires somebody who can relate to and engage teens and their families, as well as provide guidance and support for our teens. The candidate must also demonstrate strong moral character, leadership, and connection to Judaism.

- BA/BS required, Master's Degree preferred
- Relevant experience in teen programming (e.g., teaching; camp; etc.)
- Strong program management (ability to establish and adhere to deadlines; work independently and within the framework of the synagogue)
- Experience with teaching and learning, emphasizing strong student engagement and connectedness
- Skilled communicator and comfortable with multiple forms of outreach.
- Proficiency with Social Media
- Excellent oral and written communication skills
- Strong organizational, planning, and prioritization skills
- Demonstrated ability to form solid relationships at all levels

For more information about the position, and to apply, please send resume and cover letter to wjcteenengagement@gmail.com by April 5, 2017.