

## **Director, Youth Education (Part-Time)**

Congregation Beth Ami is a warm, welcoming 160-family Conservative Synagogue located in Santa Rosa, California in the heart of the wine country, 60 miles north of San Francisco. Beth Ami was founded in 1943 and continues to enrich the lives of its members through its deeply rooted Jewish traditions of celebration, learning, education, and prayer. We are seeking a warm, energetic, innovative director to join our synagogue leadership with an eye toward continued growth. Our ideal director will develop and administer inspiring programs that instill a true love of Jewish learning, values, and tradition in the youth of our congregation. We are eager to welcome a Director of Youth Education who will also be an active member of the Congregation Beth Ami community.

### **Position Overview**

The Director of Youth Education is responsible for the day-to-day administration of **Congregation Beth Ami's Religious School and Youth Programming for Pre-K through 12th grade**. In consultation with the Rabbi, VP of Youth and Education, Regional Representative Youth Commissioner(s), Religious School Committee and Staff, the Director provides vision and leadership regarding curriculum and programming while nurturing positive Jewish identities and values in the youth of our congregation.

### **Hours**

This position is part-time, approximately 20 hours/week, with hours varying based on programming needs. Religious school meets Thursdays 4-6 pm and Sundays 9:30 a.m. – 12:30 pm.

### **Responsibilities:**

- Assess, develop and implement a comprehensive, age-appropriate curriculum and course of study for grades Pre-K - 7 to include Hebrew, Torah Study, Israel, Jewish Values, History, Culture and **Identity, B'nai Mitzvah preparation and T'fillah**.
- Recruit, train, develop and evaluate staff including teachers and other educational faculty.
- Select textbooks and other educational materials in collaboration with staff and Rabbi. Purchase supplies as needed.
- Develop academic standards, including measurement tools to assess learning. Ensure staff regularly report student progress to parents.
- Develop, implement, and track annual budget. Fundraise.
- Create and oversee all-school holiday event programming, speakers, field trips, assemblies, and celebrations. Develop, maintain and disseminate annual school calendar.
- Develop and implement policies and guidelines for classroom management, respectful peer interactions and other relevant topics. Maintain Parent/Student handbook and registration packet.

- Maintain accurate enrollment records of students and families.
- Develop and implement marketing plans to attract prospective students and families in order to increase enrollment and to retain existing families. Includes use of social media, web site and other creative resources, maintaining an active presence in the Congregation and wider Jewish community.
- Provide timely, frequent, relevant and accurate communication to parents regarding school activities. Write bi-monthly articles for internal newsletters.
- Coordinate **B'nai Mitzvah preparation with Rabbi including assignment of dates**, Torah/Haftarah portions, study materials, tutoring and Handbook.
- Attend and participate in Board and congregation meetings.
- Plan and implement **post B'nai Mitzvah** student educational programming.

### **Education and Experience:**

Experience in a leadership/management role is required. **A minimum of 3 years' experience** as a Jewish Educator with knowledge of Judaism, Hebrew and Israel is preferred. Bachelor's degree or equivalent in Education, Jewish Studies or related field is preferred.

### **Skills and Knowledge:**

Program and project management including budgeting; organization and administrative skills with attention to detail; ability to effectively communicate with students, parents, staff and the community both orally and written; basic proficiency in using computers with supportive software; fluency in modern Hebrew conversation desired; highly familiar with prayers, Shabbat and High Holiday practices and religious services in the Conservative tradition; excellent decision-making skills; strong people management skills; Jewish educational curriculum development and implementation knowledge; program marketing skills.

### **Other Qualifications:**

Take initiative to improve existing programs and create new ones. Demonstrate leadership presence. Enjoys and excels at collaboration in a team environment. Able to leverage resources, volunteers, and staff to complete objectives. Exhibit love of working with and educating youth.

### **Compensation:**

We are offering a competitive salary commensurate with **candidate's background**, experience and qualifications.

### **Instructions to Apply:**

Send cover letter and resume to Barbara Tomin, VP Youth and Education, at [cbarsresumes@gmail.com](mailto:cbarsresumes@gmail.com)