



Congregation Beth Ami

Director, Youth Education (Part-Time)

Congregation Beth Ami is a warm, welcoming 175 family, Conservative Synagogue located in Santa Rosa, California in the heart of Sonoma County, 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, 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 whom we hope will also be an active member of our 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 Programs.

The Religious School (RS) and youth program includes Pre-K through 12th grade and has 35 students.

The Director:

- Provides vision and leadership regarding curriculum and programming.
- Nurtures positive Jewish identities and values in the youth of our congregation, including United Synagogue Youth (USY) and families with young children.
- Consults with the Rabbi, Executive Director (ED), VP of Youth and Education, United Synagogue Youth (USY) Commissioner(s), and the Religious School Committee.

Hours

This position is approximately 25 hours per week, with hours varying based on programming needs. The Religious School meets Tuesdays and Fridays from 4-6 pm.

Responsibilities

- Assess, develop and implement a comprehensive, age-appropriate curriculum and course of study for grades Pre-K through 7th grade that includes Hebrew, Torah Study, Israel, Jewish Values, Jewish Festivals, B'nai Mitzvah preparation and Tefilah (prayer).
- Recruit, train, develop and evaluate teachers, other educational support staff, and USY advisor in consultation with the Rabbi, ED, VP of Youth and Education, and the Religious School Committee.

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Congregation Beth Ami

- Collaborate with the Director of Beth Ami Community Nursery School (BACNS) to plan combined community events (Hanukah, Tu B'Shevat Seder, Purim).
- In collaboration with the ED develop, implement and monitor the Youth Education annual budget; along with periodic fundraising.
- Create and oversee all school programming and develop annual school calendar.
- Develop and implement policies and guidelines for classroom management, respectful peer interactions and other relevant topics. Maintain Parent/Student handbook, B'nai Mitzvah booklet, and registration packet.
- Ensure staff regularly reports student progress to parents.
- Maintain accurate records of students and families.
- Develop and implement marketing plans to attract prospective students.
- Ensure school maintains an active presence in the Congregation and wider Jewish community.
- Provide timely communication to parents regarding school activities. Write bi-monthly articles for the congregational newsletter.
- Coordinate B'nai Mitzvah preparations with the Rabbi, including assignment of dates, Torah/Haftarah portions, study materials and tutoring.
- Attend Board meetings on a quarterly basis.
- Plan and implement post B'nai Mitzvah student educational programming.

Education and Experience

Experience in a leadership/supervisory role is required. A combination of education and experience in Jewish Studies, Education, or related field is preferred.

Compensation

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

Applicants are invited to send a current resume and references by August 12th to Beth Ami's Executive Director, Leah Frost, at bethamisantarosa@gmail.com. Include a cover letter describing your interest and qualifications.

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