

Camp Ramah in Northern California

Job Description

Job Title: Rosh Chinuch/Tefilah/ Education and Prayer Director

Classification: **Nonexempt (Seasonal)**

Reports to: *Camp Director and Assistant Director*

Position Purpose:

The Director of Education is a Jewish educator who oversees the program development and integration of Jewish Education around camp. Additionally, the Education Director oversees the Tefilah program for the camp and ensures that services are run according to the standards of the Conservative movement as set by the Camp. This person is a resource for the staff in camp as they work to incorporate Jewish education into camp life.

Essential Job Functions:

- Work closely with Camp Director and Assistant Camp Director to enact vision of tefillot for the summer and create an environment for engaging, fun, campy, positive and participatory tefillot
- Tefilah/Prayer Coordination:
 - Schedule and support hanhallah and staff training week tefillot
 - Plan Tisha B'av, Kabbalat Shabbat, and other Campwide tefillot
 - Support/Advise all Rashei Edah in planning their Edah's tefilot
 - Prepare Torah reading handouts; train and support Torah readers
 - Oversee and ensure that all Tefilah supplies are in the right locations (siddurim, Torah, chumashim, Shabbat candles, etc)
 - Be available to help tefilah leaders/torah readers practice and learn
- Organize and support b'nai mitzvah tutoring
- Liason for Visiting Rabbis and Educators:
 - Coordinate participation in camp including Tefilah, Chuggim and more!
- Develop and work with a va'ad tefillah that plans and supports tefillot at camp
- Staff Support and Resource:
 - Schedule tzevet limmudim opportunities
 - Support all staff with resources, texts, kavannot, ivrit lists, etc
 - Support tefillot on masaot by meeting with trip staff and providing resources and training
- Prepare Education Materials and programs plans as appropriate and necessary
 - Including camp-wide Family Time (aka Shabbat limmud)
- Partner with senior staff to integrate Jewish Education and Hebrew Language into all program areas and general camp culture

Other Job Duties:

- ◇ Be an active member of the senior leadership team (Hanhallah) at camp
 - Attend and participate in staff meetings, senior staff meetings and trainings
 - Actively participate in camp events and Jewish life at camp, leading educational sessions and tefillah as comfortable and schedule permits Be a dugma and supportive presence for other members of the camp community

- Undertake other tasks as needed (such as driving, set up, or leading a group activity) as a senior member of camp
- ◇ *For further tasks and duties, please see accompanying list of general responsibilities of programmatic staff.*

Equipment Used: Phone, Computer, writing utensils, paper, Copy Machine, Prayer Books, Judaica (Kiddush Cup, Challah Cover, Candlesticks)

Camp Staff may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some may be asked to drive camp vehicles or watercraft.

Qualifications: *(Minimum Education and Experience)*

- ◇ Must be 18 years of age or high school graduate.**
- ◇ Must be able to obtain or become certified in First Aid/CPR.
- ◇ Must submit health history record and examination form prior to first day of work.
- ◇ Ability to interact with all age levels.
- ◇ Must be able to pass a background check as required by the state of California

Knowledge, Skills, and Abilities:

- ◇ Understand the development needs of youth.
- ◇ Sense of Maturity and Experience when communicating with parents
- ◇ Comfort in Conservative Jewish Community
- ◇ Skilled at Experiential Education
- ◇ Strong Jewish Literacy and High Hebrew Language Abilities

Physical Aspects of the Job:

Ability to work long hours, including standing and/or sitting. Ability to work independently to complete tasks including during non-traditional hours. Director of Communication must live on site and will be housed in shared rooms with communal bathrooms.