



## **Youth Advisor & Religious School Teacher, Part-Time**

**TEMPLE BETH EL** – Charlotte, NC

Temple Beth El is a vibrant and inclusive Reform Jewish community that values warm welcome, meaningful relationships, and inspirational personal growth. We are a congregation where learning, prayer, and deeds help to transform people's understanding of themselves, channel the power of community, and inform our responsibilities to the world. Temple Beth El is located on the beautiful campus of Shalom Park in Charlotte, NC, with a current membership of 1,200 families.

We are looking for a thoughtful and passionate person to help our youth navigate adolescence as a Youth Advisor. This position is a part-time roll covering approximately 20-25 hours a week. The Youth Advisor is responsible for deeply engaging with our youth, teens, and parents to bring them into closer relationship with each other, with our congregational community and with the Jewish people.

### **Ideal Candidate:**

The Youth Advisor needs to be a warm and outgoing individual with successful experience working with school age youth. Our ideal candidate will possess the ability to share the joy of Judaism in creative ways. This position requires independent judgment, collaborative team skills, strong administrative skills, and interpersonal effectiveness to build relationships with youth and families. Traveling with teens and the ability to work nights and some weekends required. The position also has a teaching component, therefore the individual selected will ideally have the understanding and ability to teach seventh graders.

### **Additional qualifications include:**

- Knowledge of Jewish culture, tradition, and practice
- Excellent communication skills
- Ability to think creatively and innovatively
- Knowledge of NFTY and youth group style programming
- Strong commitment to the mission and vision of Reform Judaism
- Previous congregational and/or Jewish summer camp work experience (preferred)
- Ability to create content and to teach Religious School

**Primary responsibilities include:**

- **YOUTH PROGRAMMING:** Coordinate and integrate the programming calendar for teens in grades 8-12 with the larger congregational calendar and engagement priorities and goals.
  - 8-12th ENGAGEMENT (including LIBERTY)
    - Build relationships with the full scope of the TBE Teen population (LIBERTY, BBYO, Hebrew High, non-youth group attendees, TBERS madrichim, BM tutors, etc...).
    - Supervise and coordinate chaperones for all TBE Teen, LIBERTY, and NFTY-SAR events.
    - Supervise, lead and mentor the board members of our senior youth group, LIBERTY.
    - Build relationships and strong lines of communication with parents.
    - Maintain an accurate, accessible contact list for 8-12th graders.
  - NFTY-SAR
    - Communicate between and collaborate with NFTY-SAR Regional Director.
    - Serve as primary point person to engage local teens to ensure the participation and involvement of our youth in the Jewish community beyond Temple's walls.
    - This includes providing support to teens running for local and regional leadership positions, as well as supporting youth in outside activities such as NFTY-SAR Regional Retreats and Kallot.
- **TEACHING AND LEARNING**
  - Co-teach the Sheva (Seventh Grade) program in the TBE Religious School on Tuesday and Wednesday nights, as well as 8 Saturdays over the course of the year.
  - Serve as staff on Sheva Shabbaton and 4-6 Retreat.
  - Teach Hebrew on Sunday mornings.
- **COLLEGE CONNECTION**
  - Build and maintain a list of college-aged congregants.
  - Facilitate 1-3 communications between TBE and college-aged congregants.
  - Help connect college-aged kids with their campus Hillel community.
- **SHALOM PARK TEEN COALITION AND COMMUNITY**
  - Advocate for TBE youth and programs as a liaison to the Shalom Park Teen Coalition.
  - Represent TBE in communitywide planning and implementation for special events (e.g. Teen Coalition seasonal events, Community Purim Carnival).

- ADMINISTRATION
  - Maintain office hours and being present for our teens and their parents.
  - Know, understand, advocate for, and abide by Federal and State laws, along with appropriate Human Resource guidelines in all interactions with youth.
  - Track registrations and event payments from event participants.
  - File receipts and expense statements and requesting payments and reimbursements.
  - Maintain up-to-date lists of event participants and tracking youth participation using Temple Beth El's database.
  - Collect and maintain up-to-date health and safety information for all event participants.
  - Coordinate event logistics (e.g. transportation and materials).
  - Collaborate with supervisor(s) to plan and manage the youth budget.
- COMMUNICATION
  - Maintain strong lines of communication with congregants relating to youth programming. Working within established systems and protocol, duties include, but are not limited to,
    - updating content for the youth portion of the Temple Beth El website
    - sending regular emails to parents about upcoming events
    - providing relevant content for Temple Beth El's major publications
    - maintaining strong lines of face-to-face and phone communication with parents.

**The Compensation will be based on the experience level of the individual selected. The pay range for the position is \$15,000 – \$20,000 a year.**

### **Application**

The position is open until filled. Submit letter of interest, resume, and contact information for three personal references to:

Dan Shane,  
Interim Business Manager  
Temple Beth El  
5101 Providence Road  
Charlotte, NC 28226

Email: [dshane@templebethel.org](mailto:dshane@templebethel.org)

**No Phone Calls Please**