



Assistant Director, Bay Area Programs

Job Title:	Assistant Director, Bay Area Programs
Department:	Program
Reports to:	Senior Director of Programs and Innovation
Salary Range:	\$31.25 - \$38.46 per hour - this position is an 80% FTE and the annualized salary equivalent based on the hourly range is \$52,000 - \$64,000 (\$65,000 - \$80,000 @ 100% FTE)
Location:	San Francisco/Groveland

About Tawonga

Tawonga's mission is to provide educational and recreational programs for children, adults and families that foster self-esteem, lifelong friendships and community, connections with nature, commitment to justice, and positive Jewish identity and spirituality. We run programs at our residential campsite next to Yosemite National Park and in the Bay Area, serving over 5,000 people a year.

About Camp Tawonga's Culture

At Camp Tawonga, we are a caring, collaborative, joyous group of professionals who take great pride in fulfilling our mission and having fun while doing it. We have deep respect for our community, the children and the families who participate in our programs; for nature and the physical world; and for the Jewish value of "tikkun olam" – repairing the world. Our team has taken many different paths to arrive at Tawonga, from growing up as campers at Camp to being brand new to working at a summer camp or even a nonprofit. We are a Jewish organization, and we welcome and are inclusive of all staff and community members, Jewish and non-Jewish alike. We are committed to JEDI (justice, equity, diversity and inclusion) and the ongoing reflection, learning and action required to be aligned with these values and create and sustain a race equity culture.

Equal Opportunity Employer

Camp Tawonga is an Equal Opportunity Employer, values diversity and is committed to being an equitable and inclusive environment for all employees. We are committed to building a team that represents a variety of backgrounds, perspectives and skills, and to hiring people of color, LGBTQ+ individuals and women. All employment is decided on the basis of qualifications, merit and organizational need.

Job Purpose and Description

The Assistant Director, Bay Area Programs is a newly created position and contributes to the mission of Tawonga by overseeing the planning and execution of our Bay Area programs. This position is responsible for working with senior leadership to map out a plan for expanding our organization's Bay Area programs to meet increasing demand and business growth. This position will supervise existing Bay Area Programs including Tawonga's B'nai Mitzvah program, Tawonga Family School, Hebrew, Tot Shabbats, holiday program partnerships and high holidays services. The BAPD will partner with our

Development team for grants and fundraising. This position reports directly to the Senior Director of Programs and Innovation.

Supervisory Responsibilities

- Supervises the Jewish Program Manager (who oversees the Tawonga B'nai Mitzvah Program)
- Supervises the lead Jewish Educators and Teaching Assistants for the Tawonga Family School
- In collaboration with other directors lead staff in the San Francisco office during the summer months.
- Supervise seasonal staff as needed for Bay Area programs

Essential Duties and Responsibilities

- Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Down the Mountain (Bay Area Programs)

- Oversee all “Down the Mountain” (i.e. Bay Area) programs including Tawonga B'nai Mitzvah program, Tawonga Family School, Hebrew, holiday programs co-sponsored by partner organizations, high holiday services, tot shabbats, family volunteer days, young alumni programming, Passover Seders and other local events
- Map out a plan for innovation, growth, and cohesion of existing programs
- Oversee expansion using data and research to guide the plans
- Partner with Development Team for grants
- Develop and steward partnerships with institutions that offer location rentals, such as Urban Adamah, JCC East Bay, JCC SF, JCHS, Gateway High School, local Parks and Rec departments, local school districts, and retreat locations
- Create and execute a cohesive staffing strategy that takes all programmatic needs into account

B'nai Mitzvah Programming

- Supervise Jewish Program Manager
- Support the Jewish program manager directly and the Jewish educators indirectly - this includes but is not limited to: teacher hiring and training, curriculum development, staff hiring, review class outlines, emails, dates, rentals, parents, students, materials, etc, and bringing an equity and justice lens to this oversight
- Observe classes and provide evaluations, recommendations, and actionable feedback to enhance our TBM program quality.
- In partnership with Jewish Program Manager, direct the TBM Retreats (2 per year)
- Provide mentorship and guidance for the Jewish Program Manager that inspires quality, high level, impactful programming.
- Mentor, motivate, and support Jewish Educator team to create a collaborative group culture focused on providing quality educational experiences
- Support families and provide customer service as needed

Tawonga Family School

- Direct the Tawonga Family School program, ensuring high-quality experiences for children, families, and teachers

- Supervise Jewish Educators and the teacher assistants
- Oversee development of curriculum and activities
- Support recruitment and retention efforts of the growing school.
- Collaborate with the Senior Director of Programs and Innovation to evaluate, expand and grow the school.
- Collaborate with Jewish Educator and Assistant Director, Staffing to ensure the program is fully staffed and staff receive training and effective supervision.
- Secure all the sites, form cohort groups, hire staff and substitutes, send communications to families, order program materials
- Manage rainy-day and poor air quality plans, COVID issues, and other troubleshooting as needed
- Provide regular updates to our funders and continue to seek funding for additional growth with the Development Team
- Ensure registration systems are working properly and collect forms and family information as needed
- Build and steward relationships with families

Tot Shabbats

- Schedule and implement tot shabbats and liaison with partner organizations to co-sponsor these events
- Secure sites and hire staff, procure food or other supplies as needed
- Work with marketing director to create and implement marketing plan
- Oversee program evaluation
- These programs are designed as an entry point to the Tawonga experience, cross market other Tawonga programs and get families excited to enroll in other Tawonga programs and be a part of the community

High Holidays

- Oversee all logistics and implementation of Tawonga's high holiday programming including securing locations, hiring musicians and service leaders, hiring staff and assigning staff roles, ordering and organizing materials, security, kid programming, marketing, communication, day-of event coordination and leadership, and program evaluation

Summer Camp

- Oversee Bay Area side of Ruach Ride - In collaboration with the Program and Communications Coordinator; secure parking lots, arrange buses, arrange security, rent portapotties, order and organize supplies, hire staff and assign staff roles, manage day-of parking lot logistics, coordinate with at-camp director leading Ruach Ride
- Oversee and update Ruach Ride communications, bus information packet, driving directions and other Ruach Ride related documents as needed
- Oversee text messaging system related to all Ruach Ride content (add appropriate groups, schedule reminders, send day of text messages as needed)
- Prepare all Ruach Ride documents to be printed or disseminated to appropriate staff, including check in and out lines and binders, bus lists (assignments created by Camper Care Director), dramamine lists, documentation for master binder, director packets and health center staff packets and other items as needed.

- Act as primary point person for Ruach Ride related parent questions
- Support San Francisco office team with parent calls, communications, alert lists and other needs, as part of this be on call as needed for evening and weekend coverage, a shared role with the SF team
- Support public information team throughout program season and as needed in an incident
- Support Incident Command function as assigned

Other Responsibilities

- Research, evaluate, and make recommendations on expanding Bay Area programs, based on demand and feasibility
- Innovate new programs as needed based on the above
- Support with grant writing
- Communicate with families on a regular basis, as directed by the summer director team
- Create a three year business plan for Bay Area programs
- Vision and execute additional Bay Area programs such as young alumni events, Passover Seders, and Family Volunteer Days

Professional Development

- Research and participate in relevant, ongoing, continuous professional development as it pertains to the role and/or business needs (e.g., training materials, coursework, webinars, etc.)

Training, Experience, Skills, and Qualities

Required

- Minimum 3 years of relevant experience
- Minimum 2 years of experience with program management
- Minimum 2 years of experience managing and supervising staff
- Proven ability to work with youth and communicate with parents
- Commitment to supporting Tawonga's efforts to promote justice, equity, diversity and inclusion in all programs
- Excellent and demonstrable interpersonal and customer service skills
- Proficient in Microsoft Office, including Word, Excel, Powerpoint and Google Suite (Gmail, Drive, Docs, Sheets, Forms, etc.)

Preferred

- Excellent supervision/managerial skills
- Excellent verbal and written communication skills in English
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Excellent educator (who could substitute teach in our classes and provide feedback to our educators)
- Experience as a Jewish educator
- Ability to take and implement feedback
- Strong analytical and problem-solving skills

- Ability to work independently and make appropriate decisions in routine and emergency situations
- Experience with innovation and program development

Supervision

- This position reports to the Sr. Director of Programs and Innovation

Software

This position will heavily use the following types of software:

- Microsoft Office/Google Suite
- Gmail and Google Calendar
- CampMinder (camper/family database)

Physical Demands

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations will be made that enable people with disabilities to perform the essential functions:

- Typing, writing, reading, hearing, and speaking
- Use of hands and fingers to operate office equipment, especially a computer
- Standing, walking, kneeling, and frequent sitting with some lifting up to 30 pounds

Worksite

- This role is primarily based in the Bay Area.
- Live at Camp Tawonga, located in Groveland, CA for 1-3 weeks of the summer to work on-site for part of the Summer. You may also need to be on site for some other times of year as needed (see **Special Requirements** below).
- Camp Tawonga will provide a company laptop, mouse, keyboard, and reasonable accommodations as needed to ensure the employee can work from home during the off season
- Tawonga's year round team currently works mostly remotely with a few days in the SF office per month and frequent trips to our Groveland site
- During the summer months, while your work requires you to live at Camp, Tawonga will provide housing, meals, and childcare

Work Environment

- Noise level is moderate if working at camp property in Groveland, CA

Special requirements

- Must be able to relocate to Groveland for part (1-3 weeks) of the summer.
- May be required to relocate to Groveland site for other weekend program(s) as needed
- Willingness to work on evenings, weekends and holidays as needed

Normal working hours

- During the off-season, hours are flexible while completing tasks associated with job description, and while meeting deadlines; normal office hours are 9 a.m. until 5 p.m. During the summer, the camp programmatic day runs from 8 a.m. until 10 p.m., and sometimes longer.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties and/or responsibilities that are required of the employee for this job. Job duties, responsibilities and activities may change at any time with or without notice based on the needs of Camp Tawonga.

Compensation and Benefits

This is a **part-time (80% FTE)**, non-**exempt, year-round**, and **benefited** position. The **pay range** for this position is **\$31.25 - \$38.46 per hour**. Camp Tawonga offers a competitive compensation package which includes medical, dental, life insurance, retirement with company match and contribution, and paid sick and vacation leave.

To Apply

To ensure consideration, please submit a resume and cover letter explaining your qualifications for and interest in the position. Send applications to kevin@tawonga.org with, "**Assistant Director, Bay Area Programs**", in the subject line. Applications will be accepted on a rolling basis, and Tawonga is seeking to hire for this position as soon as possible.