



LEAD EDUCATOR AT CAMP TAWONGA JOB DESCRIPTION

BAR, BAT & B'NAI MITZVAH PROGRAM

Job Title: Lead Educator
Department: Jewish Education
Reports to: Assistant Director of Bay Area Programs
Location: East Bay, San Francisco, and greater Bay Area
Dates: Part-time position with an eight month commitment: September 2023-May 2024

Job purpose: We are looking for a passionate and creative Jewish educator to lead and implement the educational components of Tawonga's Bar, Bat & B'nai Mitzvah Program. Applicants must have knowledge of and experience in teaching about Jewish holidays, Jewish texts and Tefillah. The ideal candidate will be enthusiastic, creative, responsible and energetic. The Lead Educator is expected to develop and maintain strong rapport and communication with parents and to work closely with the Assistant Director throughout the school year.

Shared values and expectations:

Act as a representative of Tawonga and embody its goals in a positive and professional manner at all times. Demonstrate professionalism and accountability. Take initiative to analyze and solve problems, treat others with courtesy and respect, respond to staff needs, maintain a high degree of ethics, integrity and confidentiality.

Essential duties and responsibilities:

- Serve as a lead educator at the Saturday/Sunday Classes. (9am-5pm, one-three times per month in San Francisco or Berkeley)
- Lead learning sessions and electives at retreats. (two per year)
- Co-lead Kabbalat Shabbat services and adult learning sessions.
- Maintain consistent and effective classroom management.
- Support the overall program.
- Review and provide input on the curriculum.
- Work with Assistant Director and Jewish Educator to design retreats.
- Maintain appropriate paperwork (family communication, attendance, student observation forms, etc.).
- Other duties as assigned.

Qualifications and requirements:

- Jewish education and experience
- Experience leading Jewish rituals
- Ability to relate to people from diverse backgrounds
- Passion for working with youth
- Ability to work with pre-teens, teens, parents and community leaders
- Able to represent agency mission
- Diplomacy, tact, strong work ethic, and friendliness
- Flexibility to work in evolving program

Education, training and experience

- Bachelor's Degree or equivalent experience
- At least 5 years related experience

Knowledge/skills

- Considerable experience and skill working with youth
- Knowledge of Camp Tawonga's Mission and Ethics
- Skill leading various Jewish rituals

Supervision given/received

- Supervised by the Assistant Director
- Supervises assistant educators and/or counselors

Special requirements

- Must work one to two hours in advance of each class preparing lesson plans and materials.

Additional (optional) opportunities

- Service Leading for program participants
- Song Leading
- Tutoring

Compensation and benefits

- This is a part-time, nonexempt, non-benefited position. The compensation starts at \$55.00 to \$70.00 per hour, depending on experience.
- Service Leadership and Tutoring would be paid by families directly to the Lead Educator.