

Jewish Education + Bay Area Programs Manager

Job Title: Jewish Education + Bay Area Programs Manager
Department: Bay Area Programs
Reports to: Assistant Director of Bay Area Programs & Partnerships
Salary Range: \$66,950 - \$75,000
Location: San Francisco Bay Area

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 *tikkun olam* (the Jewish value of repairing the world), 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

The Jewish Education + Bay Area Programs Manager contributes to the mission of Tawonga by collaborating with the Bay Area Programming team to plan and implement all of our Bay Area programs. In collaboration with the Assistant Director of Bay Area Programs & Partnerships, this position will support current and future Bay Area programs including Tawonga’s B*Mitzvah (Bar, Bat & B’nai Mitzvah) program, Tawonga Family School, Tot Shabbats, holiday programs, Tawonga Tikkun Days (volunteering/clean up days) and program expansion. This position will provide program development, coordination, administration and management of Tawonga’s B*Mitzvah Program (TBM) and Tawonga Family School (TFS). This position also supports the agency’s Bay Area based summer functions including support of Ruach Ride, and supporting communications and family

relationships. This position reports directly to the Assistant Director of Bay Area Programs & Partnerships.

Values and Shared Expectations

Act as a representative of the organization and demonstrate its goals in a positive and professional manner to all. Demonstrate professionalism and accountability. Provide excellent customer service. Take initiative to analyze and solve problems, treat others with courtesy and respect, respond to program participant needs, maintain a high degree of ethics, integrity and confidentiality.

Essential Duties and Responsibilities

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

Supervisory Responsibilities

- Supervise the lead Jewish Educators and Teaching Assistants for the B*Mitzvah Program and Tawonga Family School

Down the Mountain (Bay Area Programs)

- Manage Tawonga B*Mitzvah program and Tawonga Family School
- Collaborate with Assistant Director of Bay Area Programs & Partnerships on hiring and training of all program educators
- Support Bay Area based summer functions including Ruach Ride (summer camp bus transport) and parent communication
- Implement and/or collaborate on holiday programs co-sponsored by partner organizations, Jewish holiday programs, tot shabbats, family volunteer days, alumni programming, and other local events
- Collaborate on innovation, growth, and cohesion of existing programs

Oversight of Tawonga Family School & B*Mitzvah Classes, Retreats and Other Gatherings

- Manage B*Mitzvah (Bar, Bat & B'nai Mitzvah) program including organizing, planning and coordinating classes, retreats, Kabbalat Shabbat services, Hebrew Education, and adult learning
- Manage the Tawonga Family School program, ensuring high-quality experiences for children, families, and teachers
- With the support of the Assistant Director of Bay Area Programs & Partnerships, hire and train lead educators and teaching assistants
- Supervise lead educators and teaching assistants, including observing weekend classes (~2 to 4 weekend days monthly) regularly, and providing support and feedback on classroom management, lessons and other issues that arise
- Supervise and observe Kabbalat Shabbat Services (1 evening monthly) and adult education (1 evening monthly)
- In collaboration with the Assistant Director of Bay Area Programs & Partnerships, provide mentorship and support to the Jewish Educator team to create a collaborative group culture focused on providing quality educational experiences
- Identify and assign substitute educators as needed
- Act as an educator and/or substitute teacher in classes if needed

- Create and implement program orientation, B*Mitzvah Program back to school night and other related program gatherings
- Develop and adapt curriculum, build sample lesson plans, review lesson plans and activities with educators before classes, and act as Jewish education expert
- Teach classes and education sessions on retreats and lead family education sessions
- In partnership with the Assistant Director of Bay Area Programs & Partnerships, direct the B*Mitzvah Retreats (2 weekends per year)
- Build and steward relationships with a diversity of families (including multiracial, interfaith, LGBTQ+, single parent families etc.) , manage challenging student situations, support families and provide customer service as needed
- Organize program testimonials and photos for marketing, grants and evaluation

Oversight of Service Planning including B*Mitzvah Mentorship & Mitzvah Projects

- Prepare service/song leaders to have a consistent outline and system for services
- Support families in service date selection, service details and location selection
- Manager mentorship program including recruitment of mentors, trainings and meetings, and matching mentors
- Oversee the mitzvah project including researching organizations, pairing students with projects and overseeing their participation
- Collaborate with Bay Area Programs Coordinator to ensure any materials needs/reservations are coordinated and that B*Mitzvah calendar and spreadsheet are up to date

Year Round Holiday & Partnership Programs

- Oversee and implement “kid area programming” at High Holiday programs, including developing programmatic plan and determining staff assignments, in collaboration with Bay Area Programs team
- Implement Tawonga Bay Area based Jewish holiday programs, partnering with other organizations when appropriate, such as Passover, Hanukkah, Sukkot, and Purim

Programmatic Marketing & Recruitment

- Market and recruit for Tawonga B*Mitzvah Program including 2-3 information sessions and presentations at Camp Tawonga to recruit new families
- Market and recruit for Tawonga Family School including 2-3 information sessions and presentations at Camp Tawonga to recruit new families
- Enroll target registration numbers during each registration cycle (approximately 130 students per year for B*Mitzvah Program and 50 to 60 families for Tawonga Family School)
- Build and nurture relationships and communicate regularly with students and families

Summer Camp

- Attend and support Bay Area side of Ruach Ride preparations, airport logistics and day-of parking lot logistics, coordinating with Bay Area Programs team
- Support San Francisco office team with parent calls, communications, alert lists, forms processing, and other needs; as part of this be on call as needed for some summer evening and weekend coverage, a shared role with the SF team
- Support Incident Command function as assigned

Other Responsibilities

- Collaborate on innovation of new programs as needed based on the above
- Provide information to community on Camp Tawonga, via phone, email, mailings, outreach events, and others as assigned
- Other duties may be assigned to meet business needs including but not limited to answering phones, email coverage, creating content for social media, working programs at Camp, and other administrative duties as assigned

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

- Experience as a Jewish educator
- 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)
- 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 Assistant Director of Bay Area Programs & Partnerships

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.
- Camp Tawonga will provide a company laptop, mouse, keyboard, and reasonable accommodations as needed to ensure the employee can work from home
- Tawonga's year round team currently works mostly remotely with a few days in the SF office per month and some trips to our Groveland site

Work Environment

- Noise level is moderate if working at camp property in Groveland, CA or at a program retreat

Special requirements

- May be asked to work at Groveland site for some weekend program(s) as needed
- Willingness to work on evenings, weekends and some Jewish 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.
- This role requires evening and weekend work, which can be swapped for days during the week as needed
- During the summer, the Ruach Ride bus departures occur on Sunday mornings (~5/summer) and Friday afternoons (~6/summer) at a parking lot in the East Bay

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 full-time, exempt, year-round, and benefited position. The salary range for this position is \$66,950 - \$75,000 per year. 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, "Jewish Education + Bay Area Programs Manager", 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.