



Assistant Director, Bay Area Programs & Partnerships

Job Title: Assistant Director, Bay Area Programs & Partnerships
Department: Program
Reports to: Senior Director of Programs and Innovation
Salary Range: This position is an 100% FTE; \$78,640 - \$89,569
Location: San Francisco

About Tawonga

Tawonga's mission is to provide educational and recreational programs for children, adults, and families that foster self-esteem, lifelong friendships, connections with nature, and positive Jewish identity and spirituality. We run programs at our residential campsite next to Yosemite National Park and in the Bay Area, serving 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 contributes to the mission of Tawonga by overseeing the planning and implementation of our Bay Area programs. This position will supervise the Jewish Education + Bay Area Programs Manager and the Bay Area Programs Coordinator, and oversee the continued successes of existing Bay Area Programs including Tawonga's B'nai Mitzvah Program, Tawonga Family School, Hebrew classes, Tot Shabbats, holiday program partnerships and high holidays programs. This position reports directly to the Senior Director of Programs and Innovation.

Essential Duties and Responsibilities

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

Supervisory Responsibilities

- Supervise the Jewish Education + Bay Area Programs Manager
- Supervise Bay Area Programs Coordinator
- Facilitate regular Bay Area programs team meetings and create a culture of collaboration, teamwork and support
- Supervise Shabbaton, Ruach Ride (bus program to and from Camp Tawonga in the summer), and Bay Area programs event staff
- Provide coaching and professional development to educators in the Bay Area Programs as needed

Down the Mountain (Bay Area Programs)

- Create slate of offerings, ensuring programs are high-quality and include program evaluation and continuous improvement, including ensuring implementation of all Bay Area programs including Tawonga B'nai Mitzvah program, Tawonga Family School, Hebrew classes, holiday programs (co-sponsored by partner organizations), high holiday services, tot shabbats, family volunteer days, young alumni programming, Passover Seders and other local events
- Collaborate on and map out a data and research driven-plan for innovation and cohesion of existing programs and oversee possible growth of Bay Area programs
- Periodically engage our community through focus groups, surveys, or other mechanisms to determine if there are additional Bay Area programs or partnerships that we should consider adding to meet our community's needs
- Create and execute a cohesive staffing strategy that takes all programmatic needs into account
- Hire and train lead educators and teaching assistants, collaborating with Jewish Education + Bay Area Programs Manager
- Collaborate with Marketing and Communications team to develop and implement marketing and recruitment plans for Bay Area programs

B*Mitzvah & Tawonga Family School Programs Oversight

- With a lens of equity and inclusion, ensure overall program quality and implementation including curriculum, instruction, materials, family communication, managing student behavior, program evaluation and continuous improvement
- Oversee staff recruitment and training, including mentoring, motivating, and supporting Jewish Educator team to create a collaborative group culture focused on providing quality educational experiences
- Create program cohorts, taking into account family requests and needs; collaborate with program manager to ensure educational needs of students are met
- Craft large-scale program communications; edit and support program manager in sending class reminder and follow-up communications; follow up with families as needed
- In partnership with the Jewish Education + Bay Area Programs Manager, observe classes and other program gatherings, providing recommendations and actionable feedback to enhance program quality

- In partnership with Jewish Education + Bay Area Programs Manager, direct the B'nai Mitzvah Retreats (2 per year), including communications, scheduling and materials preparation, transportation planning, staff hiring and training, and on-site leadership
- Act as Incident Commander at B'nai Mitzvah Shabbatons (2x annually); supervise on-site Shabbaton staff and manage student behavior, and difficult situations as they arise
- Build and steward relationships with families (including multiracial, interfaith, LGBTQ+, single parent families etc.), manage challenging student situations, support families and provide customer service as needed
- Support program-based marketing, retention and recruitment efforts, including evaluating and expanding programs, achieving registration benchmarks and forecasting, and leading info sessions and other recruitment efforts
- Oversee program budgets, approve program hiring, rentals and program spending
- Act as a substitute teacher in classes if needed
- As needed, provide regular updates to Development team to communicate with our funders and continue to seek funding for additional growth

Year Round Programs, Jewish Holidays, and Partnership Opportunities

- Oversee vision and content of Jewish holiday programs; provide leadership in program vision, implementation, evaluation, and growth
- Oversee event pre-program planning and marketing, and direct High Holiday programming on-site
- Build relationships and partner with established program partners and clergy to maintain program excellence and partnership opportunities
- Develop and implement Bay Area based Jewish experiential learning opportunities, partnering with other organizations when appropriate, such as volunteer days, Jewish heritage nights, and Tot Shabbats
- Provide direction to Bay Area Programs Coordinator to ensure all details and logistical needs are met

Summer Camp

- Oversee and update Ruach Ride (bus transportation) communications, bus information packet, driving directions, airport, and other Ruach Ride related documents as needed
- Oversee and direct Bay Area based summer Ruach Ride bus departures and returns, including all preparations and day of oversight and leadership
- Act as primary point person for Ruach Ride related parent questions
- Prepare camper transportation documents for departures and arrivals, including airport logistics, and provide leadership and support in parking lot, and designate airport delegates as needed
- Oversee Ruach Ride Bay Area based staff assignments, communication, and hiring as needed
- Support San Francisco office team with parent calls, communications, alert lists and other needs; be on call as needed for some evening and weekend coverage (a shared role with the SF team)
- Support Incident Command functions 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

- 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, attention to detail, and 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 is a plus!
- 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 program development and innovation

Supervision

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

Software

This position will use the following software frequently:

- 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 (sometimes on uneven terrain), 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

Special requirements

- May be asked to work at Groveland site for 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.; semi-regular monthly weekend and evenings required to observe and support programs and classes
- During the summer, the Ruach Ride bus departures occur on Sunday mornings (~5/summer) and Friday afternoons (~6/summer) 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 \$78,640 - \$89,569. 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 cover letter and resume explaining your qualifications for and interest in the position by March 3, 2025. Send applications to applications@tawonga.org with Assistant Director, Bay Area Programs & Partnerships 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.