

## **TEMPLE EMANU-EL**

### **JOB DESCRIPTION**

**TITLE:** Youth Engagement Coordinator

**DEPARTMENT:** Youth Learning + Engagement

**REPORTS TO:** Director of Youth Engagement (DYE)

**HOURS:** 20 hours per week (includes weekend and evening hours)

Youth Emanu-El (YE) and Emanu-El 6/7 (YE6/7) are our K-5<sup>th</sup> grade and 6<sup>th</sup>/7<sup>th</sup> grade youth and teen communities that connect our youth to Jewish life outside of the classroom. These communities aim to create lasting friendships, positive Jewish connections and experiences, and a foundation upon which Jewish identity is built.

The experience of Emanu-El 6/7 honors the unique experience of middle schoolers and their identity development and formation. Emanu-El 6/7 programming connects youth to Jewish life by focusing on participants' curiosities, relationship building, and peer leadership opportunities.

### **PROFESSIONAL REQUIREMENTS AND SKILLS:**

- Ability to relate to youth of all ages
- Highly organized and able to handle multiple responsibilities
- Proficient at Microsoft Office, including Word, Excel, and Outlook

### **GENERAL DUTIES:**

Youth Engagement Chaperone:

- Be present at all Youth Emanu-El (YE) programming as a chaperone and adult role model. Events include but are not limited to Parent's Night Out, holiday celebrations, social justice opportunities and more
- Based on the vision of the DYE, plan and implement YE6/7 engagement opportunities and Shabbatot from beginning to end. Ensure that there are age-appropriate activities, an appropriate adult to student ratio, and clergy involvement when applicable
- Work to ensure that all YE6/7 programming and events are planned with the unique experience of our middle school students in mind

Youth Engagement Program Support:

- Track attendance of participants at events, analyze and use data for future recruitment and event planning
- Work with DYE to recruit for YE and YE6/7 events
  - Contact parents and students before events to encourage participation
  - Contact parents and students after events to gather feedback and encourage continued interest
  - Work with families and youth to ensure individual needs are accommodated
- Assist DYE with all retreat and travel logistics including but not limited to booking buses, collecting funds from participants, submitting deposits, working with travel organizers, etc.
- Perform other duties as assigned by the DYE