



JOB DESCRIPTION

Jewish Educator

Mitzvah Corps is the premier residential social action program for Reform Jewish teens. Participants pursue intensive daily hands-on *tikkun olam* work while creating a vibrant, learning Jewish community. Participants spend their days volunteering at sites such as food banks, transitional shelters for abused women, and senior citizen homes. Evenings and weekends are dedicated to different Jewish educational programming and group service projects, sightseeing, traveling and social programming.

ALL STAFF:

- All staff serves as Resident Advisors to program participants.
- Staff is responsible for the health and safety of all Mitzvah Corps participants at all times.
- Staff over see the security and operation of the program at the MC residence.
- Each staff member will be a liaison to one or more job sites. Responsibilities include: communicating regularly with the professionals at each site, transporting/escorting the MC participants to the site, and regularly checking in with the participants.
- All staff that will be driving vehicles must complete a driver's safety course prior to the summer. This is to ensure the safety of both the staff and the participants. This course will be paid for by the URJ.
- Each staff member must complete a CPR and First Aid class before the summer. This course will be paid for by the URJ.
- All staff will help with grocery shopping; the Student Life Coordinator will always be the primary person in charge.
- All staff should be available for the needs of the participants at all times throughout the duration of the program.
- This is a 24 hour 7 day a week residential program; staff should be available at all times throughout its duration.
- All expenses will be covered by Mitzvah Corps throughout the duration of your employment with Mitzvah Corps.

- Must have experience working with youth in a summer camp/residential program environment. It is strongly preferred that some of this experience has been at a URJ Camp.
- Staff should be present throughout the duration of the programs including 3 to 4 days on-site orientation and preparation before opening day of the program and one additional day at the end of the program. **Furthermore, all staff must attend a mandatory staff orientation in June 2012.**

Requirements:

- Knowledge of and experience with informal education, adolescent education, and Reform Judaism.
- Ability to work effectively within a team framework.
- Desire to make a positive difference in the lives of young people.
- Sense of fun and humor

EDUCATOR (MECHANECH)

Job Responsibilities in addition to general staff responsibilities (include but are not limited to the following):

Prior to Program:

- Educator will work approximately 5 hours per week for up to 4 weeks prior to start of the program
- They will work with the Site Director to ensure correlation between education curriculum and volunteering sites, reach out to guest speakers, and plan field trips, education opportunities, and more

During Program:

- Responsible for implementing the Mitzvah Corps curriculum.
 - Three nights dedicated to educational programming, one of which is an outside speaker.
 - Work with the Site Director to plan the education schedule.
- Responsible for scheduling guest speakers and serving as speakers' primary contact.
 - Set-up outside speakers.
 - Touch base with speakers before they are scheduled to come.
 - Ensure speakers act as a supplement to the curriculum.
- Responsible for overseeing and implementing *t'filah* throughout the summer.
 - There should be a daily prayer experience at Mitzvah Corps, though it need not be a formal prayer service with *siddurim*.
 - Guide teens in preparing and leading *t'filah* each Shabbat morning and *havdalah*.

- Responsible for leading *erev* Shabbat *t'filah* when not visiting local URJ congregations or camps.
- Work with the other staff members to prepare *t'filah* and participant bonding/training for the first weekend.
- Invite guest clergy and educators to come on Shabbat morning for *t'filah* and to lead Torah study.
- Serve as overall Judaic specialist on staff, filling needs where appropriate
- Arrange for participants to spend a Shabbat at local congregations and organizations.

Additional Requirements

- Informal and formal Jewish education experience
- Preferable advanced degree in Jewish education or working towards a degree in Jewish education or ordination.