MITZVAH CORPS
Hands-on Social Justice Service Programs for Teens
633 Third Avenue, 7th Floor
New York, NY 10017
212.650.4071
mitzvahcorps@urj.org
www.mitzvahcorps.org

# Assistant Program Director – Mitzvah Corps DC

**Job Description & Responsibilities**

Mitzvah Corps is the premier residential social action program for Reform Jewish teens. Working with Mitzvah Corps gives you the opportunity to facilitate and experience direct-service social action and to work with our brightest and most passionate Reform Jewish young adults. Participants engage in daily hands-on social action experiences while creating a vibrant, inclusive, and supportive Jewish community. The evenings and weekends are devoted to exciting social programs, spending quality time getting to know the communities in which they are living and working, and engaging in deep learning, worship experiences, and group volunteer opportunities.

The success of each program relies on a strong, caring, and enthusiastic staff team. While each position is responsible for specific aspects of the program, there are also a wide variety of general staffing responsibilities. Mitzvah Corps provides a holistic, immersive, Jewish service learning experience, and as such, all components of our program must be handled with care and intentionality. The details of the staffing responsibilities are outlined below.

Responsibilities of All Staff

Every staff member is responsible for overseeing the emotional, physical, and mental health, happiness, and wellbeing of the participants. With the exception of designated time off, they are "on duty" 24/7. They are expected to contribute equally to both social and educational programming, and approach both structured and unstructured program time with intentionality and purpose, ensuring that Mitzvah Corps and Reform Jewish values are prevalent throughout the experience. Specific responsibilities include:

- Ensure all health and safety policies and procedures are being adhered to
- Spend time each day with the teens at their volunteer sites; if applicable, alternate between visiting each site in one day for brief periods of time, and spending a full day with a particular site
- Be available to all participants, and maintain awareness of their emotional and physical needs
- Create and implement educational programming that gives appropriate Jewish context to the hands-on work that is accomplished during designated volunteering time
- Create and implement a unique variety of *t'filah*, prayer, experiences for Shabbat and weekday services, both in conjunction with local congregations if available, as well as independently
- Create and implement structured social programming, both off- and on- site; giving participants the opportunity to build community in an informal yet deliberate way
- Contribute to the program's social media presence on Twitter, Instagram, and Facebook
- Create content for the Mitzvah Corps Blog; take photos and videos to be shared with parents and stakeholders
- Uphold the integrity of the living space by contributing to household responsibilities such as cooking, shopping, cleaning, and maintaining organized common living spaces
- Share in "on call" responsibilities, being the emergency contact for parents
- Other duties as assigned

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Responsibilities of Assistant Program Director

The Assistant Program Director is the second most senior-level staff member on site. Specific responsibilities include:

- Ensure all health and safety policies and procedures are being adhered to
- Ensure high standards of programming are upheld throughout all educational and social programs
- Oversee education curriculum, includes:
    - Coordination of daily education programs, created and implemented by all program staff
- In conjunction with partner organizations, oversee social programming, includes:
    - Coordination of off-site programs and activities
    - Guiding teens to create programming for one another
- Oversee *t'filah*, prayer experiences
- Ensure that Mitzvah Corps and Jewish values are present and intentionally addressed throughout all aspects of the program, including volunteering, structured education programs, and social community-building time
- Manage program social media, includes:
    - Supervise teen team dedicated to social media
    - Posting daily to Twitter and Instagram, retweeting participants and engaging with communities
    - Creating and soliciting content for the Mitzvah Corps Blog (at least three times per week)
    - Take photos and videos, as well as collect from other staff and participants, to be posted online
- Oversee participant engagement
    - Develop daily reports on participants' successes and struggles for Program Director
    - Facilitate review of program and volunteer experiences with teens
- Develop strategies to better engage groups and individuals through various aspects of the program
- Collaborate with other staff to develop rituals which set the tone for the desired tone and group dynamic

Required Skills & Experience of Assistant Program Director

- Experience in a Reform Jewish setting, preferably a URJ summer program, or a congregational youth group
- Experience in creating and implementing meaningful informal Jewish education programming for teens
- Experience in volunteerism, *tikkun olam*, and service learning participation or education preferred
- Excellent written and oral communication skills
- Energy, enthusiasm, and flexibility; ability to function on little sleep
- Ability to build and maintain appropriate relationships with teenagers
- Ability to work in a collaborative team environment
- Possess a valid driver's license and ability to work legally in the United States; be willing to drive participants
- Must be at least 21 years of age at the commencement of the program
- Ability to process and act upon feedback from supervisor to better support programmatic goals and values

We can be reached at any time at mitzvahcorps@urj.org or 212.650.4071. If you have any questions, please don't hesitate to contact us, and we look forward to hearing from you!

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