

Program Coordinator – Mitzvah Corps Nicaragua

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; 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, 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

Responsibilities of Program Coordinator

The Program Coordinator oversees the creation and maintenance of the *kehillah kedosha*, holy community, as well as the key components of daily life at Mitzvah Corps. 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
- Develop and implement mixers and team building activities throughout the duration of the program
- Support Program Director and Assistant Program Director in all programmatic areas
- 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
- Oversee participant engagement
 - Develop regular reports on participants' successes and struggles for Program Director
 - Facilitate review of program and volunteer experiences with teens
- Coordination of program meals, in conjunction with Program Director
 - Plan out meals in accordance with program budget
 - Combination of stocking program kitchen, group cooking, individual meal preparation, group restaurant reservations, and individual meals out
- 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
- Work with Assistant Program Director to supply content to the Mitzvah Corps blog

Required Skills & Experience of Program Coordinator

- 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 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
- Must be at least 21 years of age at the commencement of the program
- Able and willing to drive teenage participants
- Function successfully on little sleep

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!