

**Peninsula Temple Sholom  
Director of Youth and Family Engagement  
(Full-time, non-exempt position)**

Peninsula Temple Sholom (PTS) in Burlingame, California is a diverse and vibrant Reform Jewish synagogue serving 2,000 adults and children. Every member of our staff helps us create a warm and welcoming environment through the work that they do and the way in which they interact with the community.

The Director of Youth and Family Engagement will be strongly engaged in our Youth Education program. This is a thriving program, including PreK-5th grade on Friday afternoons, 6th-8th grade on Shabbat mornings, and 9th-12th grade on Shabbat afternoons. Each cohort includes a judaic learning component as well as worship. 3rd-6th graders learn Hebrew in small groups of 2-5 students that meet either at PTS or in congregant homes throughout the week. In addition to formal class time we also offer informal family programming and teen programming. These include our madrichim program, our youth groups (PARTY and pre-PARTY), and our monthly Rosh Hodesh groups that meet to discuss social and emotional issues facing teens today. We are committed to guiding youth and families on a lifelong journey of Jewish identity formation in order to find meaningful ways to bring Judaism into contemporary life.

We are seeking an enthusiastic, self-motivated, and capable person to help foster connections at PTS. The Assistant Director of Youth and Family Programming will develop strong relationships with our Youth Education community including teens, youth, and their parents and promote a love of Judaism through social and educational programs. We are looking for a candidate who is able to perform the following duties:

**Curricular and Programmatic Responsibilities:**

Work with Director of Education, Rabbi Liora Alban to:

- Plan and implement informal educational events and activities for K-12<sup>th</sup> grade youth and their families
- Develop and oversee curriculum for our 3-5th grade mixed grade learning tracks
- Teach in our education programs
- Support teachers in their curricular implementation
- Coordinate grade-level mitzvah projects
- Actively participate in Youth Education committee and faculty meetings
- Attend monthly Board of Trustee meetings

**Teen Development Responsibilities:**

- Guide, lead, and advise the teen youth group, PARTY board with clear objectives and expectations
- Attend and help lead PARTY board meetings
- Attend and supervise NFTY regional events
- Plan and run the teen High Holy Day services as well and other holiday programs with PARTY board
- Advise and coordinate the Madrichim (high school aged teachers' assistants) program
- Plan and oversee the Purim Carnival PARTY fundraiser

**Communication Responsibilities**

- Articulate the vision and goals for each Youth Education cohort and informal program
- Build relationships with individual youth and their parents
- Use social media to communicate with youth and their parents about upcoming programs
- Communicate with parents regarding all youth events via phone, email, Youth Education written communications, etc.
- Contribute to PTS Bulletin and weekly communications
- Communicate with PARTY board members effectively

- Communicate with clergy, senior staff, and lay leadership regarding planning and implementation of programs

### **Administrative Responsibilities**

Show exceptional organizational skills including the following:

- Plan and track expenses and revenue of each program
- Arrange for food and other supplies for each event
- Communicate with the finance and administrative staff regarding payments
- Track all documentation (permission slips, receipts, etc.)
- Arrange transportation to/from events as appropriate
- Demonstrate good time management skills and balance priorities
- Communicate with vendors
- Arrange for proper security and supervision requirements

### **Skills and Requirements**

- Demonstrate decisive and confident leadership
- Demonstrate highly effective interpersonal skills
- Take initiative and have a proactive approach
- Demonstrate curiosity and the desire for continuous learning
- Show flexibility and motivation
- Excellent written and oral communication skills
- Team player
- Experience working with youth
- Ability to lead song and worship is a plus
- Excellent computer skills including: Microsoft Office Suite, Google Suite, Mailchimp, Facebook, Instagram, etc. Experience with ShulCloud database is a plus
- Bachelor's Degree or higher is required. MAJE, MARE, or experience in the field of Jewish education is a plus

Expected salary is between \$50,000 and \$70,000 plus benefits commensurate with education and experience.

To submit a cover letter and resume or to ask more questions please contact Director of Education, Rabbi Liora Alban at [rabbialban@sholom.org](mailto:rabbialban@sholom.org).