

Position Description

Director of the Community Youth Foundation

Summary of Position

Plans, develops and implements programming for the Community Youth Foundation.

Overall Responsibilities

- Develops overall goals and timetables for completion
- Creates and adheres to a budget for the program
- Recruits students and promotes the program with parents and others
- Plans and conducts meetings
- Incorporates the Jewish educational component through the program
- Plans follow-up activities with alumni
- Evaluates results and reports on the progress
- Supervises the work of the Program Coordinator
- Oversees the publicity of the program

Skills Required

- B.A. preferred; strong teaching background with an emphasis in Jewish education
- Ability to build strong, positive relationships with students, parents and members of the community
- Experience initiating and completing projects with limited oversight
- Excellent communication and interpersonal skills
- Knowledge of and involvement in the Jewish community

Reporting Relationship

- Reports to Executive Director