

# Temple Emanu-El Director of Youth Education

**Job Title:** Director of Youth Education

**Classification:** Salary, Exempt

**Status:** Fulltime, 12-month

**Reports to:** Senior Director of Education & Engagement

## SUMMARY DESCRIPTION

Temple Emanu-El is a place of sacred encounter, where learning, prayer, and deeds change people's understanding of themselves, their world, and their responsibilities in it. We are seeking a dynamic, warm, and creative professional to guide our youth and families through educational experiences that bring Jewish values into daily life, nurture spiritual exploration, and both anchor us and challenge us to reach out to a world in need.

Working in collaboration with the full Education & Engagement Team, the Director of Youth Education will be instrumental in shaping and implementing our approach to youth and teen education and engagement. We strive to create a learning environment built on relationships, honoring students' lived experiences, integrating Social Emotional and Spiritual Learning, and bringing Jewish wisdom and tradition to life in immersive educational experiences spanning Kindergarten through high school graduation.

## PERSONAL CHARACTERISTICS

The Director of Youth Education should be an enthusiastic and bright leader who builds authentic relationships with youth, parents, and congregational leadership. They should be innovative, comfortable with change, and willing to experiment with different educational models while thoughtfully reflecting on and refining those experiences. The ideal candidate will be a collaborative team player who values partnership, working closely with lay leaders and staff to shape a meaningful, engaging, and inclusive Jewish educational experience. They should be able to inspire and support a diverse community of learners, educators, and volunteers while fostering a sense of belonging and shared purpose.

## PROFESSIONAL REQUIREMENTS AND SKILLS

- Master's degree in Jewish education, education or related field required.
- Minimum five years relevant experience preferred.
- Strong leadership, curriculum development, and programming skills.
- Excellent written and verbal communication skills.
- Highly organized with the ability to manage multiple responsibilities and a significant budget.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Teams, Outlook)

## LEADERSHIP

### **In partnership with the Senior Director and lay leadership**

- Develop and implement a forward-thinking vision for education and engagement for Kindergarten through 12th graders and their families.
- Cultivate and sustain a culture of belonging, where students, parents, faculty, and lay leaders feel connected to one another and to Temple Emanu-El's mission. Ensure that Jewish learning is dynamic, relationship-driven, and deeply meaningful.
- Serve as staff liaison to the Youth Education and Engagement Committee, collaborating with committee chair(s) to set vision, strategy, and priorities.
- Convene and lead relevant committees and task forces as needed.

### **In partnership with the Youth Education Team, Education & Engagement staff, clergy, and/or lay leaders:**

- Engage parents of Kindergarten through 12th graders in both adult learning and family-based educational opportunities.
- Connect students and families to meaningful Temple experiences that align with their interests and needs.
- Proactively recruit and welcome unengaged and under-engaged families into Temple's youth programs.
- Contribute to and participate in Temple-wide events that engage Kindergarten through 12th grade students and their families, including worship and holiday celebrations.
- Collaborate with clergy and senior director to design and implement meaningful youth and family worship experiences, including High Holy Days.

### **Supervise**

- Supervise the Youth Education Team, Religious School and Hebrew school faculty, and support staff, ensuring a strong, well-supported team of educators.

### **Serve**

- Serve as faculty at the URJ Greene Family Camp for one week in the summer and support retreats during the year, as determined in consultation with the senior director.

## ADMINISTRATION

- Oversee all educational programs for Kindergarten through 12th grade, ensuring engaging and high-quality learning experiences.
- Manage Temple's Hebrew program for 3rd-6th grades and introductory Hebrew for K- 2nd grades.
- Integrate social justice partnerships into education in collaboration with the Director of Social Justice & Special Projects.
- Lead faculty professional development programs, including orientation, in-service, and ongoing education.
- Work with the senior director and appropriate staff to create and manage program calendars and work with the Communications team to create communication materials and digital engagement strategies.
- Facilitate clear, consistent communication among staff, faculty, and parents to strengthen collaboration and engagement.
- Collaborate with the Director of Finance to develop and manage the Education budget and grant applications.

## GENERAL INFORMATION ABOUT EDUCATION & ENGAGEMENT TEAM MEMBERS:

The work of education and engagement is at the heart of Temple Emanu-El's mission. We strive to foster meaningful connections — among congregants, within families, and between individuals and the broader Jewish community. Our core values of Prayer, Learning, Israel, Social Justice and Community shape our work. Team members support one another, collaborate across departments and cultivate a welcoming, vibrant synagogue experience.

## ENGAGEMENT & EDUCATION TEAM MEMBERS SHARE RESPONSIBILITY FOR:

### **Leadership & Relationship Cultivation**

- Communicate and interact regularly with other teams and a wide array of members to build relationships and engage individuals in congregational life and leadership responsibilities.
- Coordinate with lay leaders, clergy and staff to set goals in your areas of responsibility and translate them into action.
- Help identify, engage and cultivate the next generation of Temple leaders.

### **Website & Communications**

- Utilize Temple and community communication and marketing tools to maximize access to Temple programming, including coordination with partner organizations.
- Maintain engagement opportunities and other pertinent information on the Temple website.