



## Local Club Coordinator

### Job Description

#### ORGANIZATION BACKGROUND

Young Judaea is a diverse community that educates and empowers Jewish youth to deeply engage with Israel and to lead positive change for the Jewish People, Israel and the World. For over 115 years, Young Judaea has inspired Jewish youth of diverse backgrounds to become engaged leaders and inspired activists with a deep personal connection to Israel. Young Judaea does this through a robust arc of programs that include junior/regional camps, a national teen camp, year-round regional and national programming, Israel immersive travel experiences, and alumni gatherings. For more information, please visit [www.youngjudaea.org](http://www.youngjudaea.org).

Young Judaea Teens is the movement's teen division, providing Jewish teens with opportunities to build community, develop leadership skills, explore their identities, and create meaningful impact through peer-led programming and engagement.

#### SUMMARY OF JOB RESPONSIBILITIES

The Local Club Coordinator serves as the primary advisor and mentor for a local Young Judaea Teens club, guiding teen leaders in creating impactful programming, building community, and developing leadership skills. This position works closely with the club's va'ad (teen board) and serves as a key liaison between the local club, regional leadership, and the broader movement. The Local Club Coordinator reports to either the Regional Advisor or National Director, depending on the club's location.

#### LOCATION

Openings are currently available in **Manhattan, Brooklyn, Westchester, Atlanta, Chicago, Ann Arbor/Detroit, Philadelphia, and Los Angeles**. Applicants must reside in or near the community they will support.

#### CORE JOB RESPONSIBILITIES

- Serve as the primary advisor for the local club
- Partner with the va'ad (teen board) to plan events, conduct outreach, and cultivate leadership development
- Manage club operations and logistics, including purchasing supplies, collecting forms, and hiring event staff
- Ensure the quality, effectiveness, and consistency of club programming
- Strengthen connections between the local club, the region, and the broader Young Judaea movement

#### ADDITIONAL JOB RESPONSIBILITIES

- Attend weekly meetings with the va'ad



- Hold monthly one-on-one meetings with va'ad members
- Participate in monthly advisor meetings
- Attend monthly supervision meetings
- Attend at least one club event each month
- Coordinate with regional staff to access resources and support for the club
- Participate in advisor trainings and MLT Weekend
- Serve on staff at the regional convention

### **JOB COMPETENCIES**

- Ideal for college students or young professionals seeking leadership, mentoring, and youth engagement experience
- Young Judaea alumni preferred
- Must reside in the club's city during the academic year
- Experience working with teens is required.
- Strong interpersonal, communication, and relationship-building skills
- Highly organized, dependable, and able to work independently
- Self-motivated with strong time-management skills

### **POSITION DETAILS**

- Part-time position
- Approximately 25 hours per month
- Employment term: August 15 – June 15
- Flexible work arrangement: meetings are primarily conducted virtually, while club events, regional conventions, and select programs are held in person
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- Work is primarily conducted during afternoons, evenings, and weekends to align with teen schedules
- Attendance required at three annual in-person weekends:
  - MLT Weekend (late August–early September)
  - National Convention (MLK Weekend)
  - Regional convention (February-March)
- Additional opportunities for summer employment at Young Judaea camps may be available

### **COMPENSATION**

- \$5,000 annual stipend
- Travel and accommodations are provided for attending conventions.

### **APPLICATION**

- To apply, send your resume and cover letter to Michal, [michal.abramoff@youngjudaea.org](mailto:michal.abramoff@youngjudaea.org) with the subject line "Local Club Coordinator"