

# JOB DESCRIPTIONS

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## Administrative Assistant

To fulfill all of the following responsibilities as presented, it is essential that the applicant have excellent verbal and written communication skills, and have the highest standards for accuracy, honesty, and confidentiality.

- Manage the Office:
- Provide administrative support to Rabbi, President, Treasurer and Committee Chairs
- Prepare reports
- Make copies
- Prepare mailings
- Mail - open, sort, date stamp and distribute
- Answer telephone, check email and voice mail for messages, and greet visitors
- Update outgoing messages on voice mail system
- Prepare and track correspondence with agencies, members, etc. and as requested by Rabbi and President
- Purchase supplies
- Maintain inventory of equipment and supplies
- File and archive paperwork as appropriate
- Supervise office volunteers (i.e., mailings, copying, preparing packets, etc.)
- Back up computer (back up daily, weekly, monthly)
- Handle Microsoft office products skillfully

Financial Responsibilities:

- Deposit checks, enter into database (Rakefet temple management software) - take deposits to bank weekly
- Prepare financial reports
- Prepare checks for disbursement (weekly by Thursday), enter into database
- Quarterly prepare member statements for Finance Committee processing
- Reconcile invoices to statements authorized for payment, (email authorizations can also be used), verify that statement is correct then write checks and give to Treasurer to sign.
- Process member request to purchase “scrip” coupons once or twice a month.
- Prepare payroll using Checkmark Payroll software (enter hours, process employee deductions, prepare payroll checks, print tax deposit coupon, write check for taxes and take to bank, enter payroll data in Rakefet)
- Print month-end reports for Treasurer and chairpersons.
- Collect tzedakah money, report to Social Justice Committee Chair, enter into database and make deposit.

#### Membership Services:

- Respond to phone, e-mail and written inquiries from prospective members
- Check guest book in foyer for visitor information and add to prospective member list - ensure name tags available
- Enter and update membership information in database (Rakefet)
- Track prospective membership and non-member ORacle subscriptions in Microsoft Excel spreadsheet
- Notify membership chair of prospective member inquiries
- Record RSVPs for TBO events and communicate with appropriate coordinator
- Arrange challah orders and pick-up/delivery - 2 loaves of challah must be regularly available each Friday
- Send oneg reminders to appropriate members two weeks in advance
- Call Governing Board greeter and Second Greeter (designated on Oneg list) on Wednesday to remind they are scheduled
- Send oneg hosts a postcard 2 weeks ahead of their scheduled date
- Call oneg hosts each Monday and remind they are scheduled
- Send out yahrzeit letters. Prepare weekly list for Rabbi
- Send monthly reports for the ORacle by deadline-fund donations, birthdays, anniversaries
- Notify Jewish Federation of upcoming b’nai mitzvah dates
- Keep membership directory updated
- Send President’s letter to local school districts regarding Jewish holidays
- Assist with annual board manual update

#### Religious School:

- Provide support to Principal/Rabbi
- Provide support to teachers
- Answer parent/student questions, direct to appropriate resource.
- Order books and supplies and coordinate their storage
- Coordinate distribution of report cards
- Coordinate attendance records of students and teachers
- Prepare Religious School registration packets
- Register students, entering into database. Update this throughout the school year
- Coordination payment of teachers’ salary through the use of time sheets
- Organize class photos
- Assist in recruiting volunteers, door monitors, and teaching assistants.
- Coordinate song leader’s schedule
- Coordinate teachers’ meetings on Sunday
- Facilitate communication with families, with teachers and with the Youth Education Committee
- Contact substitute teachers
- Responsible for Sunday morning needs such as sick students, security, emergency information kits, and drills
- Be on site during religious school for approximately the 30 Sundays of the school year

#### Facilities:

- Keep updated copy of the master calendar in the office (this can be obtained from the website), notify janitor of any special needs
- Arrange for custodian to clean, set-up, take-down, etc.
- Supervise custodian and landscape person
- Communicate to Facility chairperson about conflicts, breakdowns, repairs needed, etc.
- Prepare for fire drills, safety issues, etc.
- Limited event responsibilities including insuring that the building is appropriately set up for Temple events
- Supervise inventory and purchase of building supplies (contact appropriate volunteers as needed)

#### Publications/Communications:

- Assist ORacle Editor in preparing monthly issues.
- Assist Communications Chairperson in preparing material to update website if so instructed
- Publish Shabbat service bulletins.

#### Support Rabbi:

- Prepare correspondence.
  - Other duties as assigned as they arise
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## **BOTY Board Positions**

#### **President:**

- Delegates jobs to the rest of the BOTY board
- Keeps in constant contact with the BOTY advisor via telephone and e-mail
- Calls meeting of the BOTY board
- Organizes agendas of the BOTY board meetings
- Keeps in contact with the NFTY board
- Makes sure BOTY/NFTY regulations are being followed
- Follows up with BOTY board, makes sure everyone is doing their jobs
- Attends all youth group committee meetings
- Attends all TBO board meetings
- Attends all BOTY activities and events (unless excused by BOTY advisor)

#### **Executive Vice President:**

- Helps facilitate board communications
- Runs BOTY board meetings when president is unavailable
- In charge of fundraising activities
- Attends all BOTY activities and events (unless excused by BOTY advisor)

#### **Social Action VP:**

- Serves as contact to community service agencies
- Creates and facilitates social action programming for BOTY
- Works with BOTY advisor and president to facilitate social action fundraising

- Attends TBO Social Action Committee meetings
- Attends all BOTY activities and events (unless excused by BOTY advisor)

**Religious/Cultural VP:**

- Works with volunteers to coordinate periodic services for youth
- Helps create services for BOTY events
- Helps create interest in religious and cultural activities
- Attends all BOTY activities and events (unless excused by BOTY advisor)

**Programming VP:**

- Writes all programs for BOTY events
- May be asked to write a program for a NFTY event
- Assure that all BOTY events go on smoothly
- Needs to get all supplies together needed for any BOTY event
- Attends all BOTY activities and events (unless excused by BOTY advisor)

**Membership VP:**

- Helps create interest in BOTY and NFTY events
- Brainstorms ways to get youth involved with BOTY and NFTY
- Works with president to create phone tree
- Takes care of correspondence with temple congregates and new members
- Attends all BOTY activities and events (unless excused by BOTY advisor)

**Treasurer:**

- Works with advisor to maintain proper budget
- Takes care of deposits and reimbursements
- Attends all BOTY activities and events (unless excused by BOTY advisor)

**Secretary:**

- Takes minutes at all BOTY board meetings
- Assists with monthly mailings
- Works with Membership to create flyers for events
- Attends all BOTY activities and events (unless excused by BOTY advisor)

**Educator, Religious School**

Overseen by: Temple Beth Or Youth Education Committee

Status: Salaried and exempt. Part-time position.

Work week: 6 hours on Sunday and 6-11 hours throughout the rest of the week. Attendance strongly encouraged at least one Shabbat per month and at large community events.

Compensation: \$20,000 per year. Paid national and Jewish holidays

## Qualifications and Skills:

- Background in Jewish studies/education/Jewish education/Hebrew
- Bachelor's degree required, advanced degree a plus
- Master's degree in Judaic Studies or Jewish Education or equivalent experience
- Demonstrated leadership ability to design and implement innovative Jewish educational programs
- Genuine interest in children of all ages 0 -18
- Ability to work with people as a leader and team player
- Knowledge of current educational practices and research
- Resourceful
- Excellent written and oral communication skills
- Passion for working in the Jewish educational community
- Ability to work well with children of all ages (0-18), parents and teaching staff
- Excellent time management skills and ability to prioritize tasks effectively
- Knowledge of Jewish community
- Available to work minimum of six (6) hours on Sundays

## Overall Goal

The Religious School Educator, under the supervision of the Temple Beth Or Personnel Committee, has the full responsibility for the successful organization, development and operation of the educational programming for Temple Beth Or including the Religious School grades PK - 7th, Hebrew Program, 3rd - 6th and the High School grades 8 - 12th. The Religious School Educator will fulfill these responsibilities by working closely with the Youth Education Committee, temple staff, the Religious Practices Committee and appropriate sub- committees.

## MAIN JOB RESPONSIBILITIES

### Overall Responsibilities

- To oversee the implementation of all Temple Beth Or educational policies for learners 2-16.
- To develop both formal and informal opportunities for Jewish learning in the congregation
- To bring Jewish learning into the home as well as within the walls of the synagogue
- Initiate new programs when appropriate that further enhance the educational program of the synagogue and participated in long-range planning for the educational efforts of the congregation.

### Hiring and Supervising

- All Religious School faculty and staff
- Religious School Teachers
- Classroom Assistants
- Tefilah Teachers
- Music Leader

The Religious School Educator will be responsible for creating job descriptions and evaluation procedures for all the above positions.

### Religious School:

- Responsible for student class placement.
- Recruit, hire and supervise, teachers for grades PK - 12th including interviews, background checks, reference checks, and contract negotiation. Religious School Educator will be responsible for: orienting

new teachers to policies, curriculum, procedures, evaluating teachers on performance, curriculum fulfillment and professional growth; maintaining good communication with faculty and staff through weekly bulletins and personal availability; nurturing the professional growth of faculty members by providing in-house professional development opportunities and encouraging the access of community resources.

- Curriculum review and development.
- Evaluate available textbooks and materials.
- Working with the Administrative Assistant:
  - Review registration forms, calendars, general information, letters from teachers, class information, Parent Handbook, Teacher Handbook and any other materials needed to effectively communicate to the congregation.
  - Review all forms needed for use by faculty and students including, but not limited to: attendance records, teacher attendance, lesson plans, progress reports, disciplinary action reports, permission slips, accident report forms, and forms needed for payroll such as Minor Work Permits, I-9s and W-2s.
- Religious School Educator will be available as needed to parents and students for discussions and guidance on teacher-student issues, educational goals, social challenges and any other issues that affect the educational experience of our students.
- Religious School Educator will work with teachers to effectively communicate to parents the goals of our classes and the success of their child in meeting those goals. This will include both formal Class Assessments to be sent home at regular intervals and also informal, conversation as needed.
- Religious School Educator will meet with Religious Practices Committee as necessary.
- Religious School Educator will work closely with Religious Practices Committee to assist in the B'nai Mitzvah program. This will include tracking students with special needs, supporting students as needed, and evaluating and improving the educational content of our programs to fit into the needs and goals of the B'nai Mitzvah program. Religious School Educator will also meet with individual B'nai Mitzvah Students to facilitate the completion of their B'nai Mitzvah Projects.

#### Teaching:

- Co-ordinate, supervise and teach the Tefilah classes
- Assist in teaching the Confirmation Class

#### Family Learning:

Work closely with appropriate Sub-committees to create programming that meets the educational needs of families, including development of family learning programs within the Religious School and for families with pre-school aged children; responsibilities include:

- Material procurement
- Communication to congregation
- Program evaluation
- Support of staff needed for Tot Shabbat & First Family Night Shabbat
- Calendar issues

#### Other:

Religious School Educator shall:

- Design and implement a personal career development plan.
- Attend Youth Education Committee meetings and be available for input to the Board and the Executive Committee as needed.
- Represent Temple Beth Or in the Jewish Community regarding educational matters, such as at Jewish Education Council events, Jewish Education Directors Association, etc.

- Serve the entire staff and community of Temple Beth Or as a representative and consultant in Educational matters.
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## **Finance Assistant 1 & 2**

The primary function of the Finance Assistant is to provide support and assistance to the VP Finance and the Finance Committee.

This officer takes the lead for the VP Finance in overseeing responsibilities as they relate to:

- Building and Maintenance
  - Facility Planning
  - Property Management (contact for property manager)
  - Universal Governing Board Responsibilities (see below)
  - Other duties as assigned by Vice President of Finance (Treasurer)
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## **Finance Vice-President (Treasurer)**

The primary function of the Vice President of Finance is to monitor and maintain firm financial stability for Temple Beth Or.

The role of the Vice President of Finance is to ensure the forward momentum and success of the following functions (they need not personally perform all or any of these):

- Universal Governing Board Responsibilities (see below)
- Chair Finance Committee/appoint committee members
- Coordinate and Advise on financial issues in partnership with the Financial Administrator
- Monitor and pay all taxes/fees
- Dues collection/monitoring
- Review budget monthly
- Financial reporting (to Governing Board and General Membership)
- Solicit, assemble and oversee the annual Beth Or budget
- Ensure yearly audit(s)

- Monitor and pay MUM dues/prepare budgetary statement for URJ
  - Administer Insurance/keep updated on needs and work with provider
  - Recommend and implement Beth Or Financial Policies
  - Submit Non-profit statement annually
  - Develop and maintain pertinent data and reporting systems
  - Coordinate one Board Building event during the calendar year
  - Oversee, support and monitor the following standing committees and functional areas (this includes filling leadership positions which may become vacant):
    - Building and Maintenance
    - Property Management
    - Facility Planning
    - Financial Development/FundraisingPlanned Giving/Endowment
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## **Kitchen Coordinator**

There will be a designated Kitchen Coordinator, whose responsibilities include:

- Check and ensure the cleanliness of the kitchen (including the appliances) once a month. The janitor cleans the floors and empties trash only.
  - Coordinate quarterly “deep cleaning” of kitchen cabinet interiors, appliances, counters, and floors. This may be arranged through a janitorial service or, preferably, by arranging work parties.
  - Ensure that staple goods are stocked (cleaning supplies, dish detergent, condiments, any necessary paper products - be cognizant of TBO “green” policy).
  - It is NOT the responsibility of the coordinator to stock Oneg supplies (coffee, tea, wine, juice, Kiddush cups) - this is a duty of the Oneg Coordinator or designated representative. Communicate with the Oneg Coordinator about supplies if necessary.
  - Monitor status of kitchen clean-up and notify committee chairs and groups or individuals of problems.
  - Report problems to Building Committee Chair.
  - Place any necessary expenses/income under Building budget.
  - Notify committee/event chairs or members of serious policy violations and assess fines established in the Kitchen Policy, if necessary.
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## **Membership Assistant 1 & 2**

The primary function of the Membership Assistant is to provide support and assistance to the VP Membership and the Membership Committee.

- The Membership Assistant will take the lead on several functional areas of programming as agreed upon with the VP of Membership.
  - Universal Governing Board Responsibilities (see below)
  - The Membership Assistant will provide other assistance as requested by the VP of Membership.
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## **Membership Vice-President**

The primary function of the Membership VP is to develop, manage and maintain a positive membership experience for each member and potential member of Temple Beth Or.

Serve on the Executive Board

The role of the Vice President of Membership is to ensure the forward momentum and success of the following functions (they need not personally perform all or any of these):

- Universal Governing Board Responsibilities (see below)
  - Outreach
    - Develop and Implement functions and programs which attract new members
    - Track the experience of current members and recommend, plan and adjust for changing needs
  - Create and manage thoughtful programs to recruit and integrate new members
  - Create and manage thoughtful programs to engage/inspire current members
  - Develop and manage programs/activities and/or processes for improving the recruiting, training, follow-up, appreciation and recognition of volunteers
  - Develop and provide community building and strengthening events
  - Coordinate one Board Building event during the calendar year
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## **Past President**

Ex Officio position

Board Responsibilities:

Universal Governing Board Responsibilities (see below)

Primary Responsibilities:

- Chair Nominating Committee
- Provide continuity to Governing Board
- Assist President in transition

Specific Responsibilities:

- Set agenda and chair committee meetings
- Appoint committee members; submit list annually to board and update as needed; identify prospective new members of the committee and potential future leaders
- Set committee calendar
- Define/review committee mission statement, annual goals, and Long Range Plan goals with committee annually
- Prepare annual committee budget
- Oversee and review budget monthly; ALL COMMITTEE EXPENDITURES MUST BE APPROVED BY THE CHAIRPERSON PRIOR TO REIMBURSEMENT FROM TREASURER
- Report monthly at governing board meeting
- Quarterly review of goals with committee and board
- Complete evaluation report at end of year (see End of Year Evaluation Form)
- Remain on committee at least six months after term as chair ends to ensure smooth transition of leadership
- Conduct annual elections of officers

Special Skills/Abilities/Prior Experience:

- Prior experience as President
  - Ability to step back and let the “new person” take over and do things his/her way
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## President

Board Responsibilities:

Universal Governing Board Responsibilities (see below)

Primary Responsibilities:

The president shall oversee/direct day-to-day activities on behalf of the temple and represent the temple (in conjunction with the rabbi) in the community-at-large.

Specific Responsibilities:

- Set agenda and chair committee meetings

- Preside at governing board, executive board, liaison committee, special meetings and general membership meetings
- Carry into effect all resolutions of the organization
- Represent temple at services/life cycle/membership events or designate substitute; present gifts/appropriate remarks/announcements
- Sign contracts/deeds/documents/checks on behalf of temple
- Initiate programs in conjunction with rabbi, board, committees
- Prepare monthly ORacle article
- Vote at board/general meetings in the event of a tie
- Set board calendar
- Define/review TBO mission statement, annual goals, and Long Range Plan goals with committee chairs annually
- Oversee and review TBO budget monthly; ALL COMMITTEE EXPENDITURES MUST BE APPROVED BY THE CHAIRPERSON PRIOR TO REIMBURSEMENT FROM TREASURER
- Report monthly at governing board meeting
- Quarterly review of goals with board
- Complete evaluation report at end of year (see End of Year Evaluation Form)
- Remain on board as past president to ensure smooth transition of leadership/Manage office staff, including: hiring/firing, compensation, performance review, and job description

Interactions:

- Board members, especially executive board
- Rabbi
- Community at large
- Secretary/office manager

Special Skills/Abilities/Prior Experience:

- Prior temple board member
- "People skills"/communication
- Organizational, time management, motivational, persuasive
- Ability to set direction, establish goals/objectives; set tone, plan, follow-through
- Know responsibilities of all board positions
- Understand Rules of Order, by-laws, policies/procedures

## Programs Assistant 1 & 2

The primary function of the Programming Assistant is to provide support and assistance to the VP of Programming.

- The Programming Assistant will take the lead on several functional areas of programming as agreed upon with the VP of Programming.

- Universal Governing Board Responsibilities (see below)
  - The Programming Assistant will provide other assistance as requested by the VP of Programming.
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## Programs Vice President

The primary function of the Vice President of Programs is to ensure quality programming that adapts to congregational needs and responsibility utilizes both human and financial resources.

Serve on the Executive Board  
Universal Governing Board Responsibilities (see below)

The role of the Vice President of Programming is to ensure the forward momentum and success of the following functions (they need not personally perform all or any of these) It is fully within the purview of the Vice President to monitor areas and remain hands off , allowing committees and coordinators to fulfill their roles:

- Outreach/Marketing (internal and external)
  - Community Relations/Education: Local, National, International
  - Coordinate calendar of programming events
  - Coordinate one Board Building event during the calendar year
  - Ensure up-to-date information is reflected for programming on our web site
  - Monitor Programming to ensure best utilization of both human and financial resources
  - Develop and maintain pertinent data and reporting systems to provide for quality decisions (this can be as simple as asking, for example, greeters to fill out a card with the number of individuals attending different services. The simplicity or complexity of this is up to the discretion of the Vice President).
  - Oversee, support and monitor the following standing committees and functional areas:
    - Social Action
    - Jewish Development (Adult and Youth Ed functions)
    - Religious School
    - Confirmation
    - BOTY
    - College Kids
    - Ritual and Worship (Religious Practices)
    - Events associated with holiday practices/celebrations
    - Events Coordinator
    - Purimspiel
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## Universal Governing Board Responsibilities

- Support the Mission Statement of Temple Beth Or
  - Attend worship services and social/cultural activities of the congregation as often as possible
  - Listen to the members of the synagogue community
  - Create a warm and inviting community
  - Thank volunteers in person, through email and hand written notes
  - Represent Temple Beth Or and support Jewish causes in the wider community
  - Plan effectively for the future of the community by ensuring sound financial and organizational structures
  - Attend all Governing Board Meetings and activities as called by the President
  - Present at least one d'var Torah at a Governing Board Meeting
  - Be prepared for all meeting by thoroughly reading materials
  - Participate actively and fully in Governing Board discussions
  - Support all final decisions of the Governing Board
  - Be familiar with the Temple Beth Or Mission Statement, Strategic Plan, Bylaws, Covenants, Policies and Procedures as well as financial affairs
  - Equally share greeter responsibilities with other members of the Governing Board and Committee Chairs
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## Youth Education Committee Chairperson

### Primary Responsibilities:

In conjunction with the rabbi/principal, to ensure the proper functioning of the religious school, including Sunday School, Hebrew School, and the pre-Bnai Mitzvah class

### Specific Responsibilities:

- Set agenda and chair committee meetings
- Appoint committee members; submit list annually to board and update as needed; identify prospective new members of the committee and potential future leaders
- Set committee calendar
- Define/review committee mission statement, annual goals, and Long Range Plan goals with committee annually
- Prepare annual committee budget
- Oversee and review budget monthly; ALL COMMITTEE EXPENDITURES MUST BE APPROVED BY THE CHAIRPERSON PRIOR TO REIMBURSEMENT FROM TREASURER Report monthly at governing board meeting
- Quarterly review of goals with committee and board
- Complete evaluation report at end of year (see End of Year Evaluation Form)
- Remain on committee at least six months after term as chair ends to ensure smooth transition of leadership

### Oversight of Delegated Responsibilities:

- Take minutes at each committee meeting; send copies to all committee members and vice president

- Write monthly ORacle article
- Develop and update school-related policies, including safety, procedural, and religious, in conjunction with the rabbi/principal
- Ensure school curriculum is developed and updated by professional Religious Educator(s)
- Trouble-shooting/conflict resolution
- Provide parent coordinator/volunteer coordinator for school related functions
- Coordinate parent participation in the celebration of holidays and festivals; coordinate with principal, teachers, YEC, and parent volunteers
- Develop and revise forms related to school functioning

Interactions:

- Rabbi/Principal
- Parents
- ORacle editor

Special Skills/Abilities/Prior Experience:

- Organizational skills
- Good interpersonal skills

## Youth Group Advisor

Supervisor(s): Rabbi & Youth Education Chairperson

Job Overview:

- Provide direction, advice and support to the Beth Or Temple Youth (BOTY) Board, including the officers.
- Assist in the design and implementation of junior and senior youth group programs and events that are directed by our mission. The Junior Youth Group (JYG) will be advised primarily by a parent or temple representative.

Qualities, Knowledge and Skills Required:

- Knowledge and initiative to create and implement exciting, meaningful Jewish youth programming
- Collaborates, interacts, and works well with teenagers, parents, lay leaders, and Jewish professionals
- Guides youth group leaders in a team-oriented environment
- Handles sensitive and confidential issues diplomatically
- Excellent written and verbal communication skills
- Strong organizational skills
- Computer and internet skills.
- Budgeting skills

Duties and Responsibilities:

- Create a positive, safe, and welcoming environment for our 7-12 grade youth
- Act as a role model, demonstrating Jewish ethical standards and diligence
- Create an annual calendar for the junior and senior youth groups, in collaboration with the JYG representative and SYG boards and Rabbi and Youth Education committee. Responsible for planning, implementing, and staffing (with parent volunteers) these programs in collaboration with the youth group members.
- Calendar BOTY events on Beth Or master calendar
- Nurture leadership development through regularly scheduled meetings with the BOTY board and Junior BOTY representative
- Distribute information about NFTY or URJ regional and national youth opportunities for programs, study, and community service to all youth and their families
- Participate in regional NFTY conclaves and encourage youth participation in these events
- Supervise any paid personnel participating in BOTY events, i.e. college student chaperone for NFTY events
- Prepare (April) and monitor youth budget in collaboration with Youth Ed Chairperson
- Liaison with URJ Regional Youth Advisor
- Work with other area youth advisors in planning joint events
- Meet or communicate with Rabbi/Board supervisor at least monthly.
- Meet or communicate with Youth Education Chairperson or designee at least quarterly
- Ensure an article about BOTY activities appears in our monthly newsletter, the Oracle, at least once a quarter (submission date is the 10th of the prior month)