



## **Job Title: Congregation Beth Emeth Youth Group Advisor**

Location: Albany, NY (On-site, online, and and at community sites as needed)

Schedule: Hourly (non-exempt) approximately 20 hours/month (September - May) with seasonal fluctuations, Typically, two Wednesdays/month (5pm - 7pm) and one weekend event/month (Saturday night or Sunday afternoon), plus additional time for communication and planning.

Reports to: Assistant Rabbi

Compensation: \$25 per hour

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### **Position Summary**

The Youth Group Advisor cultivates a welcoming, engaging, and values-based Jewish community for teens through relationship-building, mentorship, and meaningful programming. Working closely with clergy, staff, parents, and teen leaders, the Advisor empowers youth to develop leadership skills while creating social, educational, religious, and social action experiences rooted in Reform Jewish values.

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### **About Congregation Beth Emeth**

Congregation Beth Emeth is the fourth-oldest Reform synagogue in the United States, with a proud 187-year history in the heart of Albany, New York. We are a vibrant, inclusive community representing the diversity of the Capital Region, including multigenerational and interfaith families, people at all stages of Jewish exploration, and those new to the area.

Our mission is to worship God in accordance with Reform Jewish values; to cultivate love and understanding of Jewish heritage; to strengthen Jewish community and connection to Israel and the Jewish people; and to emphasize learning, spirituality, personal responsibility, and social justice. We believe Judaism is best experienced in community, and we strive to create meaningful relationships across generations.

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### **Key Responsibilities**

#### **Teen Engagement & Relationship Building**

- *Build positive and supportive relationships with teens in grades served by the youth group.*
- *Foster an inclusive environment where all participants feel welcome, respected, and safe.*
- *Encourage participation in synagogue life, Jewish learning, worship, retreats, and community activities.*
- *Serve as a positive Jewish role model and mentor.*

## Program Planning & Coordination

- *Plan, organize, and supervise youth group events and activities, including:*
  - *Social programs*
  - *Religious and holiday programs*
  - *Tikkun olam/social action projects*
  - *Leadership development*
  - *Fundraisers*
- *Partner with the youth board to empower teens to envision, plan, and lead programming, while providing mentorship, logistical support, and adult supervision*
- *Coordinate logistics including scheduling, supplies, transportation, permissions, and communications.*
- *Support youth to make financial decisions within their allocated budget*

## Supervision & Safety

- *Provide appropriate supervision during all youth activities and trips.*
- *Serve as the primary adult presence at youth group events, while collaborating with clergy, staff, and volunteers as appropriate.*
- *Ensure compliance with synagogue policies regarding youth protection, safety, behavior, and emergency procedures.*
- *Maintain appropriate boundaries and professionalism with youth participants.*
- *Address behavioral concerns respectfully and collaboratively with clergy, staff, and parents when necessary.*

## Communication

- *Communicate regularly with teens, parents, clergy, and staff regarding upcoming events and participation.*
- *Promote programs through email, social media, newsletters, and synagogue communication channels.*
- *Attend meetings or youth committee meetings as requested.*

## Leadership Development

- *Guide teen leaders in running meetings, planning events, and managing responsibilities.*
- *Encourage leadership, teamwork, responsibility, accountability and community involvement.*
- *Success in this role is measured by strong relationships with teens, increasing participation, the development of teen leadership, and creating meaningful Jewish experiences.*

## Administrative Responsibilities

- *Track attendance and event participation.*
- *Assist with budgeting and monitoring program expenses.*
- *Submit receipts, reports, and program evaluations as required.*

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## Qualifications

- *Experience working with middle school and/or high school youth.*
- *Strong interpersonal, organizational, and communication skills.*

- Experience supporting or participating in camp, youth, or educational programs (especially within faith communities)
  - CPR/First Aid certification preferred.
  - Background check required.
  - Experience in teen leadership development.
  - Familiarity with Reform Jewish youth culture, values and programming.
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## Core Competencies

- Strong relationship-building and mentoring skills with teens
  - Ability to empower and motivate youth group members and leaders to develop their own skills, in part through modeling excellent leadership qualities.
  - Effective verbal, written, and interpersonal communication
  - Strong organizational, planning, and event coordination skills
  - Ability to supervise youth safely and maintain appropriate boundaries
  - Collaborative team player who works well with clergy, staff, parents, and volunteers
  - Knowledge of Reform Jewish values, traditions, and youth culture
  - Creativity, flexibility, and problem-solving ability
  - Professionalism, reliability, and sound judgment
  - Ability to foster an inclusive, welcoming, and respectful community environment
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## Organizational Values & Expectations

- Cultural Competency & Belonging: Demonstrates cultural competency and actively contributes to an inclusive, respectful environment where all individuals feel a sense of belonging.
  - Ethical Conduct: Acts with integrity and professionalism, using sound judgment and adhering to ethical and confidentiality standards.
  - Customer Service: Provides timely, courteous, and solutions-focused service to internal and external customers.
  - Policies & Deadlines: Follows organizational policies and procedures while effectively managing time to meet deadlines and performance expectations.
  - Communication & Collaboration: Communicates clearly and works collaboratively with colleagues and stakeholders to support shared goals.
  - All employees contribute to the planning, preparation, and execution of major congregational events and initiatives (including, but not limited to, High Holy Days, membership renewal, garage sale, etc.), working collaboratively across departments as needed.
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Congregation Beth Emeth does not unlawfully discriminate in employment opportunities or practices on the basis of one's actual or perceived race; color; religion; sex/gender (including gender identity); creed; sexual orientation; marital status; pregnancy; ethnicity; national origin; ancestry; age; disability; citizenship status; arrest or conviction record (consistent with the provisions of New York State's Corrections Law); partnership status; familial status; military service; status as a victim of domestic violence; stalking or sex offenses; veteran status; genetic predisposition or carrier status; or any other characteristic protected by applicable law. Employment decisions at Beth Emeth are made in a non-discriminatory manner and are based on qualifications, abilities, and merit. As may be permitted by law, certain Beth Emeth positions will be filled by persons of the Jewish faith as a bona fide occupational qualification. Beth Emeth also prohibits, and will not tolerate, any form of retaliation or reprisal against any employee who reasonably and in good faith complains of discrimination or harassment or provides information in connection with any such complaint.

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## How to Apply

Please submit a resume and cover letter describing your qualifications and work history to [jobs@cbealbany.org](mailto:jobs@cbealbany.org) with "CBEYG Advisor" in the subject line or submit a resume and cover letter on Indeed using this link:(to be added)

Applications will be reviewed on a rolling basis until the position is filled