

POSITION: B'NEI MITZVAH LEADER/COORDINATOR

Overall Goal of the Position:

Clarify, facilitate, guide and enrich the KI B'nei Mitzvah experience. Provide the following for families and students:

- A supportive, meaningful and joyful overall B'nei Mitzvah experience
- An advocate/support looking to flex as needed to help ensure each student's success
- A clear understanding of what will be required and when things should happen
- A primary KI point of contact/liaison proactively working to address questions/needs before and as they arise
- A community-based, family-based dimension to the experience

Skills Required:

- Excellent interpersonal skills
- Deep knowledge of core components of a conservative Bar/Bat Mitzvah service (prayers, torah and haftarah trope, text learning, d'var torah)
- Experience tutoring for B'nei Mitzvah
- Creative approach to Jewish learning
- Vision for ways to enrich the B'nei Mitzvah experience
- Strong communication skills
- Helpful and proactive
- Effective at organization and project management

Roles & Responsibilities:

Tutors

- Advertise
- Interview tutors (vet their abilities, let them know about the process of tutoring at KI)
- Match tutors with families (i.e. email tutor to check availability, confirm with family that the match is appropriate)
- Check in on a regular basis (is the student on track)

Logistics

- Send out "pick a date" letter 3 years before
- Paula assigns dates and sends out confirmation letter
- Meet with families 18 mos ahead
- Meet with families 1 year ahead
- Match students with tutors 1 year ahead (unless decided at 18 mos that earlier start was required/desired)
- Check in with families at 6 mos out - include a recap of key milestones for learning and service logistics (e.g., scheduling rehearsal, providing Aliyah sheet, discussing dvar approach and timing)
- Finalize aliyah sheets 1 month before

Rehearsals

- Schedule rehearsals
- Run 1-2 hour dress rehearsal in the week before the BM

KI Rabbinical Mentors

- Assign KI rabbinical mentor
- Confirm rabbinical meeting dates with student (ideally 2-3) to mentor students:
 - learn parsha with them
 - practice Torah/Haftarah/etc.
 - encourage, support, build up students, etc.
 - build / strengthen relationship with student

Seminar

- Plan and organize seminar
- Send out invite the summer before, recruit
- Meet monthly