



Program Manager

Position Purpose: Ramah in the Rockies is looking to hire a full-time Program Manager to assist with all aspects of the year round recruitment, hiring and program planning and to oversee the summer Masa (excursion) program at camp. This is an entry level position for a recent college graduate looking to be part of a year-round summer camp staff. The ideal candidate will have strong interpersonal, organizational, and pedagogical skills as well as significant camp experience. They will be ruthlessly organized and have a deep knowledge of back-country trip leading.

Primary Responsibilities

September to January:

80% of your time will be spent:

- Assisting with post-summer followup of staff, campers, families and vendors.
- Assisting with camper and staff recruitment
- Overseeing online programming for camp community
- Overseeing Social Media for camp community
- Assisting with in-person Colorado Recruitment

20% of your time will be spent (1 day/week):

- Assisting with administrative tasks as needed, usually with the Finance Director

January to May:

80% of your time will be spent:

- Assisting with creation of summer schedule
- Assisting with hiring of specialists
- Overseeing all Masa preparations
- Overseeing all online programs

20% of your time will be spent:

- Overseeing social media
- Assisting with camp communications
- Assisting with in-person Colorado Recruitment

June-August

Your primary role at camp will be to be the head of the Masa (backcountry trips) program, overseeing all aspects including logistics, safety, education and staff management of running a successful excursion program.

Qualifications:

1. Deep knowledge of back-country trip leading, including route planning and safety
2. Experience in administrative roles in camp and other settings; excellent management skills
3. Experience in the development and delivery of programs and activities for similar population
4. Outstanding ability to work both independently and as part of a team
5. Integrity, patience, adaptability, sense of humor, enthusiasm, and a commitment to serve Jewish youth
6. Ability to train, motivate, support, share insights & ideas with, and supervise staff

Physical Aspects of the Position:

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff
2. Ability to observe camper/staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
3. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
4. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Reporting Relationships

1. PM will report to the Camp Life Director
2. PM will supervise multiple seasonal employees

The Ideal Candidate:

1. Has worked at a summer camp for at least three seasons.
2. Possess a BA or equivalent degree
3. Is passionate about Jewish education and also back-country trip leading
4. Is a Colorado resident, or willing to relocate to Colorado by September 2021
5. Available to start full-time by May 15, 2021, and part time beforehand
6. Can travel occasionally and work some Shabbatot and evening events throughout the year both in Colorado on the ranch and potentially elsewhere throughout the year
7. Must be 21+, safe driving record, and ability to pass clean criminal background check

Compensation and Benefits:

1. **Flexible work hours during the year and work-from-home option**
2. **Salary:** Summer, camp based salary, through July 31, 2021. Year round salary would begin August 1, 2021 based on a sliding scale for Manager salaries, starting at \$46,000 for recent college graduates.
3. **Benefits:** Ramah in the Rockies has a carefully detailed benefits structure including health insurance premium reimbursement, retirement match plan, parental leave, technology allowance, and education stipend. More specific details can be provided here.
4. Participation in National Ramah Commission Kerem Cohort
5. Paid time off (vacation, sick days and Jewish holiday)

To Apply: Please send resume, professional writing sample (Blog post, article, or similar), and cover letter to Rabbi Eliav Bock: eliavb@ramahoutdoors.org. Please explain why you are interested in the position, and why you would be the best candidate for the position.

About Ramah in the Rockies

The Mission of Ramah in the Rockies is to nurture the character development of Jewish youth by providing them the opportunity to challenge themselves physically, intellectually, and spiritually. Ramah in the Rockies is a rustic outdoor adventure organization located 90 minutes from Denver near Deckers, Colorado on a 360 acre ranch. More information about our organization can be found at www.ramahoutdoors.org.