



Tzevet Expectations and Job Description ROSH ANAF (Head of Program Area)

Updated Nov. 2021

Specific Responsibilities of a *Rosh Anaf*:

- **Living:** All *Rashei Anaf* live in the *Moshav*, our village of 2 person platform tents. Exceptions may be made to allow staff to live in the Cabents (shared cabins) or Beit Keshet, or if you are married. During meals, you may sit at staff tables or with *chalutzim* (campers).
- **Masa:** Some *Rashei Anaf tzevet* (biking, wilderness survival, climbing, *omanut* [art], etc.) should expect to go on 2-4 *masa'ot*, all associated with your program area. If you are WFR certified, you may be the medical lead or trip leader, responsible for safety, gear, route, and program area specific programming. All other *Rashei Anaf* should not expect to go on *masa*.
- **Daily Tasks:** You oversee the training and supervision of all the counselors in your *anaf*. This includes: training staff during *Shavuah Hachanah* (staff week), managing equipment inventory, overseeing the program development & implementation to ensure all *prakim* (activity periods) and *chuggim* (activities) are fun, exciting, safe and in alignment with Rockies' educational goals, observing co-counselor working relationships & implementing staff bonding activities, providing feedback and problem solving when challenges arise, and scheduling staff as needed. You are expected to meet with individual staff members 1-on-1 at least 4 times throughout the course of the summer, and you are the point person for all aspects of your *anaf* including staff, educational goals & program.
- **Supervision:** Your supervisor will be the *Rosh Tochnit* (Head of Logistics) and Camp Life Director, and you supervise all *anaf tzevet* in your *anaf*. You will also work closely with *Rosh Masa*, *Rashei Edah*, and *Rosh Chinuch*.

Ongoing Training: All *Rashei Anaf* are required to...

- Attend the **weekly all-staff** meeting unless on *shmira*, attend daily *Hanhallah* meetings & **lead daily meetings** with your *anaf tzevet* in order to communicate important information from *Hanhallah*, review programming, discuss upcoming events and camper/staff wellness.
- Attend **weekly group training** for 1-2 hours a week as assigned by the Camp Life Director.
- **Participate actively in staff programming**, including weekly *Shabbat Limmudim* and evening programming.

Supervision and Time Off:

- All *Rashei Anaf* should expect **one hour off during the day**. You are expected to attend all *tzevet* meetings during the day and assist your *tzevet* with program development and implementation.
- *Tzevet* have **most evenings off** (except nights as *Rosh Shmira*) from once the campers are asleep. *Shmira* ends around 12:00 AM, and curfew is 1:00 AM.
- All *tzevet* receive time off throughout the summer. This generally includes **(3) 12 hour days** off per four-week session, and approximately 36 hours during intersession. Most *tzevet* do not receive nights off during *Masa* week or time off during the first week and last week of each session.

General *Tzevet* Expectations: As a *tzevet* member at Ramah in the Rockies, all *tzevet* members will:

- Serve as a **positive role model** for campers of all ages, respecting all camp rules.
- Strive to incorporate our **four core values** (*Kavod*, *Simcha*, *K'sharim*, *S'micha Ishit*) into all aspects of camp.
- Develop **positive relationships** with individual campers and *tzevet*.
- **Adapt well** to feedback/criticism, always yearning to learn and grow as a professional and person.
- React to complex situations, **show flexibility and problem solve** while protecting the interests and needs of campers and camp.
- **Collaborate** with *tzevet* members and supervisors, asking for help when needed.
- **Pay attention** to detail.

Community Responsibilities: Working at Ramah in the Rockies is a 24/7 job. All programming *tzevet* share in responsibilities, such as:

- **Attend all meals and activities** with campers, arriving on time and leaving once the meal has concluded with announcements and the *bracha*. This includes **daily attendance at t'filot** (prayers) for all Jewish *tzevet*, even those not living in camper *ohelim* (tents).
- Assist with camp-wide tasks, including kitchen dish pit and *Chadar Ochel* (dining hall) set up as assigned.
- **Engage with campers during 'coverage' periods** several times per week, including on *Shabbat*. This means that during the week you will be assigned to be present in a specific area of camp to facilitate appropriate behavior during camper free time.
- Almost all programming *tzevet* rotate through "*shmira*" or night watch of the campers about once per week in some capacity. Even *tzevet* who do not live directly with campers will be assigned to *shmira*. This means you will be asked to monitor the camper tent area from 9pm until at least midnight, actively listening for signs of bullying and helping to comfort homesick campers with help from the *Rosh Shmira* (senior *tzevet* assigned to oversee *shmira* that specific night, i.e. *Rashei Edah*).
- All programming *tzevet* are expected to **help fill in as needed** for *tzevet* who are sick or on days off.
- All *tzevet* should see themselves as **members of our housekeeping team**, actively picking up trash and keeping camp facilities clean.