



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

Updated Nov. 2022

Position Purpose: Staff at Ramah in the Rockies serve as *dugmaot* (role models) for our campers, building an active, intentional, spiritual community. Our staff create a nurturing, supportive environment where campers feel comfortable exploring their Jewish identities and stepping out of their comfort zone to try new activities and challenge themselves physically, intellectually, socio-emotionally, and spiritually.

Job Responsibilities:

- Oversee the training, growth, and supervision of all counselors in the *anaf*, including but not limited to:
 - Create a cohesive, warm, welcoming *anaf* team
 - Implement staff bonding and team-building activities, maintain & sustain *tzevet* morale & appreciation
 - Cultivate strong relationships between *ohel* and *anaf tzevet*, American & international *tzevet*
 - Plan and facilitate training sessions during *Shavuah Hachanah* (staff week)
 - Provide daily check-ins and feedback with their *anaf tzevet*
 - Observe *anaf tzevet* working relationships and general camp staff dynamics
 - Prevent problems before they occur & problem-solve when challenges arise
 - Mediate interpersonal conflicts if/when they arise and work with staff support as needed
 - Ensure *tzevet* are taking appropriate measures for self-care
 - Facilitate daily *anaf tzevet* meetings and work with senior *hanhallah* on facilitating weekly all *tzevet* meetings
- Oversee all campers at their *anaf*
 - Get to know all campers on an individual, personal level
 - Work with counselors to ensure camper safety, development, growth, and general well-being (e.g. healthy eating, hygiene, adequate sleep, behavior, & social dynamics)
 - Mediate camper disputes and work with the Camp Wellness Team (CWT) to ensure camper & staff support and well-being
- Oversee and develop the educational curriculum and administrative functions of the *edah*
 - Oversee budget and supplies for *anaf* area
 - Empower *tzevet* to see themselves as [Jewish] educators and to create fun, exciting, safe, and in alignment with Rockies' educational goals and the age appropriateness of the campers
 - Manage the *anaf tzevet's* execution of *chuggim*, supporting them as they develop programming and group facilitation skills
 - Ensure staff understand aspirational arcs and have program write-ups for *chuggim*, which are saved in the program bank
 - Schedule staff for activities, programs, coverage, and nights off & communicate said schedule
 - Ensures the cleanliness of their living area, program areas, and site
 - Coordinate with *hanhallah* to ensure a smooth-running schedule, program locations/equipment/coverage, etc.
 - Assist in verbal and written evaluations, program write-ups, inventory, and communication as required
- Embrace being a *dugma*/part of *hanhallah*
 - Be a role model to campers and staff in your attitude and behavior; set a good example regarding Judaism, camp procedures, sanitation, timeliness, and sportsmanship
 - Understand the importance of camp-wide big picture; practice and model humility and flexibility
 - Maintain open lines of communication with supervisors and supervisees and keep appropriate levels of confidentiality for campers, staff, and *hanhallah* a priority at all times
 - Know and understand all emergency procedures and safety guidelines associated with camp, e.g. checking with staff they counted campers, knowing where staff & campers are
 - Reach out for support when needed

Working Relationships:

- The *Rosh Anaf* reports directly to the Program Manager and ultimately the Camp Directors.
- The *Rosh Anaf* supervises their *anaf tzevet* and is expected to meet with them individually at least 2 times throughout a session.
- The *Rosh Anaf* is on *hanhallah* and works closely with senior *hanhallah*, *Rashei Edah* & *Anaf*, *Rosh Chinuch* and CWT to:
 - Partner and communicate regularly with all aspects of camp
 - Collaborate to enforce camp policies and ensure camper and staff safety, general well-being, and morale
 - Facilitate weekly all staff meetings
 - Provide ongoing staff training during the summer
- The *Rosh Anaf* has regular relationships with kitchen staff, business, & maintenance staff.



Expectations & Hours:

- Living:
 - All *Rashei Anaf* live in the *Moshav*, our senior village of 2 person platform tents, or Cabents, our hard-sided cabins with 1-3 people, exceptions may be made for married staff. You are present for all *aruchot*, *t'filot*, and *anaf* programming.
- Weekday:
 - During the day, the *Rosh Anaf* oversees their *anaf* programming/*chuggim*, facilitates staff meetings, meets with Camp Wellness & *hanhallah*, conducts individual staff check-ins, and supervises counselors and campers.
 - The *Rosh Anaf* checks with their staff to ensure all campers are accounted for at each program.
 - The *Rosh Anaf* has one hour off during the day and most evenings off once campers are asleep (except when assigned to *Rosh Shmira* [supervision] or *marp shmira*, which is on a rotation basis with *hanhallah*).
- Shabbat:
 - *Rashei Anaf* are role models for how we observe Shabbat & engage in joyous Judaism as a *kehillah kedosha* (holy community).
 - *Rashei Anaf* attend meals and are mentally and spiritually present for *t'filot* and Shabbat programming.
 - *Rashei Anaf* are assigned to Shabbat coverage and potentially facilitating certain programs on Shabbat. When off, staff are encouraged to take time away from the campers.
- Masa:
 - Some *Rashei Anaf* (biking, Sadaut, climbing, art, and farm) should expect to go on 1-2 *masa'ot* associated with their program area per session to provide supervision and instruction on backcountry soft & hard skills.
 - If you are WFR certified, you may be the medical lead or trip leader, responsible for safety, gear, and route.
 - *Rashei Anaf* and their co-trip leaders are responsible for all programming on *masa*, including but not limited to, *t'filot*, *limudim*, and *peulot*. They wake up campers, get them to sleep, ensure proper *masa* hygiene and eating/hydration habits.
 - All trip leaders plan programs in advance and participate with them.
- Days Off:
 - All *Rashei Anaf* receive time off throughout the summer. This generally includes **(3) 12 hour days** off per four-week session and approximately 36 hours during intersession. *Rashei Anaf* have most evenings off (except *Rosh Shmira* or *marp shmira* nights) once the campers are asleep.
 - There may not be days off the first or last week of each session due to shortened time with campers.

Physical Aspects of the Position:

- Must be prepared for an emotionally, socially, spiritually, and physically intense, rewarding camp experience
- Must be able to carry heavy packs (up to one third of your body weight) and navigate the mountainous terrain at camp and in CO
- Must perform a variety of tasks outside in various climates
- Must possess the physical endurance required to maintain camper supervision
 - Must observe camper behavior, assess appropriateness, enforce safety regulations & emergency procedures, and apply appropriate behavior-management techniques
 - Must be able to respond appropriately to situations requiring first aid & assisting campers in an emergency (fire, evacuation, illness, or injury)
- Must have visual and auditory ability to identify and respond to environmental and other hazards
- Please be in touch with us about reasonable accommodations.

Qualifications & Skills:

- High school diploma or equivalent required
- Education & experience in camp, youth programs, recreation, working with children, or in a related field
- Ability and willingness to interact with kids of all ages
- Understand the development needs of youth
- Relate to youth and adults in a positive manner
- Alertness to people, equipment, and facilities to ensure safety
- Friendly & kind personality
- Organization skills
- Qualifications that are a plus: First Aid, LGT, WFA/WAFA/WFR, YMHA, EMT.