



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* (backcountry 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 team. 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 backcountry trip leading.

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

Primary Responsibilities:

September to January

80% of your time will be spent:

- Post-Summer Follow Up & Feedback
 - Assist with calling & emailing staff, campers, families and vendors
 - Synthesize feedback & incorporate it into program planning
- Camper & Staff Recruitment
 - Virtual info sessions
 - Collaborate on & updating the presentation
 - Facilitate virtual info sessions
 - Communicate with families before & after info sessions
 - In-Person CO Recruitment Events
 - Represent Ramah Rockies at camp, congregations/JCCs, holiday celebrations & fairs
 - Facilitate activities & speak with families
 - Communicate with families before & after the event
 - Staff Hiring
 - Connect with former staff & campers about working at camp
 - Partner with organizations/universities & send blurbs/descriptions for them to send out to their communities
 - Conduct first round Interviews, following up on references
- Year-Round Engagement
 - Communicate & recruit staff for year-round leadership opportunities
 - Oversee National Ramah Commission Fellowships, e.g. Ramah Service Corps Fellowship & Maslul

- Collaborate with NRC & Foundation for Jewish Camp on various projects/tasks
- Coordinate with campers in our Jewish Youth Climate Movement chapter
- Summer Program Planning
 - Oversee *masa* program
 - Create Masa workbook - permits, route choices, coordinate with vendors
 - Set up summer systems - inventory, gear choosing/repairing, planning for packout/packin/organization/training/ongoing staff development
 - Collaborate with the Directors on curriculum development and other programmatic initiatives for the summer

20% of your time will be spent:

- Assist with administrative tasks as needed, usually with the Finance Director
- Assist with camp communications & social media

January to May

80% of your time will be spent:

- Program Planning
 - Oversee *masa* program - see above
 - Assist with creation of summer schedules
 - Coordinate JOLI 10 Year Reunion
- Continue with family communication, info sessions, and in-person events
- Continue assisting with interviews, reviewing references, spreading the word about working at camp

20% of your time will be spent:

- Assist with administrative tasks as needed, usually with the Finance Director
- Assist with camp communications and social media

June to August

Two different visions for this:

- (1) Your primary role at camp will be to supervise the *Rashei Anafim* (Program Area Heads), and co-create schedules with the Camp Life Director. As part of Senior Hanhallah, you will participate in the daily Senior Hanhallah meetings. You will also supervise the two heads of *masa* (backcountry trips) program, overseeing their work on logistics, safety, education and staff management of running a successful excursion program.
- (2) Your primary role at camp will be the head of the *masa* program, overseeing all aspects including logistics, safety, education & staff management of running a successful excursion program.

Qualifications:

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

Physical Aspects of the Position:

- Prepared for emotionally, socially, and physically intense, rewarding camp experience
- Ability to communicate and work with groups participating and provide necessary instruction to campers and staff
- Ability to observe camper & staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques
- Visual and auditory ability to identify and respond to all hazards related to the activity.
- 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.
- Must be able to carry heavy loads and navigate the hilly and uneven terrain of CO
- Must possess the physical endurance required to maintain high performance in a variety of tasks in various climates
- Please be in touch with us about reasonable accommodations.

Reporting Relationships:

- PM will report to the Camp Life Director
- PM will supervise multiple seasonal employees

The Ideal Candidate:

- Has worked at a summer camp for at least three seasons
- Possess a BA or equivalent degree
- Is passionate about Jewish education and backcountry trip leading
- Is a Colorado resident or willing to relocate to Colorado by September 2023
- Available to start part-time by March 1, 2023 and full-time by mid-May
- Can travel occasionally and work some Shabbatot and evening events
- Must be 21+, safe driving record, and ability to pass clean criminal background check

Compensation and Benefits:

- **Flexible work hours during the off-season and work-from-home option. Flexible job description & room for growth based on excitement and ability.**
- **Salary:** Summer, camp based salary, through July 31, 2023. Year round salary would begin August 1, 2023 based on a sliding scale for Manager salaries, starting at \$50,000 for recent college graduates.
- **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. Please see the Ramah Rockies Benefits document.
- Participation in NRC's Kerem Cohort
- Paid time off (vacation, sick days, and Jewish holidays)

To Apply: Submit a cover letter, resume, and professional writing sample (blog post, article, etc) 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.