



Parent Liaison

Position Purpose: 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 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:

- Parent/Family Communication
 - Answers the main camp line “107” to direct calls (esp. transportation to extension “0”)
 - Main checker of camp wellness email address, alerts *yoetzot* to important incoming emails
 - Should answer fact-based questions, either directly or after asking others to confirm details:
 - For example: Did my child get her mail? Does my child need a new pair of socks
 - For more detailed questions, mainly relating to social/emotional issues, phone liaison should:
 - Ask those who work directly with the respective child (*Yoetzot*, *Rosh Edah*, *madrichim*, & *masa* leaders) for more information and report back to parents
 - Involve Director of Camp Wellness on any complicated issues or situations that might need additional attention
 - Confirm daily with infirmary which parents/caregivers have been contacted, who needs to be contacted, and status of child at camp (who is “on” them)
 - Assists the Camp Wellness Team with routine emails/calls to parents
- Daily Mail
 - Organizes incoming mail
 - Coordinates Yom Doar (mandatory letter writing days)
 - Scanning notes to be mailed to international families
 - Printing camper emails from CampMinder
 - Ensures all outgoing camp mail gets sent out
- Program Support
 - Helps connect campers with practical needs they might have, such as needing specific items
 - Helps with organizing lost and found and connecting lost items with their owners, including:
 - Mailing expensive items back to families or labeling it and giving it a year-round team member who will ensure it is returned to its owner
 - At the end of the session, coordinates getting lost and found bagged up and given to a year-round team member for goodwill or to be mailed home
 - Keeps an inventory of camp wellness supplies and ensures items are ordered when needed, including office supplies and camper necessities like watches, sunscreen, toothbrushes & toothpaste, etc.
 - Assists the Camp Wellness Team with routine tasks (e.g. camper laundry)
- Note: for most issues regarding camper well-being (social/emotional), the Director of Camp Wellness will be the primary contact.

Working Relationships:

- The Parent Liaison reports to the Director of Camp Wellness.
- The Parent Liaison works closely with the Camp Wellness Team and partners with *hanhallah* as necessary.
- The Parent Liaison has regular relationships with kitchen staff, business, programming & maintenance staff.

Expectations & Hours:

- Living:
 - Members of the Camp Wellness Team live in the *Moshav*, our senior village of 2 person platform tents, or Cabents, cabins shared with 1-2 additional staff members, or Beit Keshet, our guest lodging. You will discuss living accommodations with the Camp Directors prior to camp as it varies by person/year.
 - You are present for all *aruchot*, *t'flot*, and *edah/anaf* programming.
- Weekday:
 - During the day, the Parent Liaison participates in the CWT daily meeting and primarily interacts with families on the phone or via email. You have flexibility to coordinate lost & found, incoming/outgoing mail, and program support as you see fit throughout the day.



- Shabbat:
 - The Parent Liaison is a role model for how we observe Shabbat and engage in joyous Judaism as a *kehillah kedosha* (holy community).
 - The Parent Liaison attends meals and are mentally and spiritually present for *t'filot* and Shabbat programming.
 - The Parent Liaison could be assigned to Shabbat zone coverage and Shabbat *sha'at menucha* rotations.
- Masa:
 - You should not expect to go on *masa*.
- Days Off:
 - The Parent Liaison receives time off throughout the summer. This generally includes **(3) 12 hour days** off per four-week session. The Parent Liaison has most evenings off (except *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 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
- Certifications that are a plus:
 - First Aid
 - YMHA

Application Submission & Additional Resources:

To submit an application, please visit <https://ramahoutdoors.campintouch.com/ui/forms/application/staff/App>.

To read about our staff experience and review our payscale, please visit <https://www.ramahoutdoors.org/staff/>.

Please reach out to Rabbi Eliav Bock, Executive Director, at 303-261-8214, ext. 104 or eliavb@ramahoutdoors.org with any questions or concerns.