

**JOB TITLE:**

Assistant Director, Young Family Education and Camp Keshet

DESCRIPTION OF PARK AVENUE SYNAGOGUE:

Park Avenue Synagogue (PAS) is one of the largest Conservative congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes staff of more than 180 talented individuals, who together with our world-class clergy team, serve a membership of over 2,000 households. Our thriving Adult Programming, Penn Family Early Childhood Center, Congregational School, Youth, and Young Family Education departments provide high quality and inclusive Jewish educational, social, and worship opportunities to our members and the community at large.

DESCRIPTION OF JOB:

Park Avenue Synagogue seeks to hire a creative and dynamic full-time Assistant Director to join the Young Family Education (YFE) and Camp Keshet teams. The ideal candidate is someone who has a passion for Jewish education and strong administrative skills. Reporting to the Director of Young Family Education and Camp Keshet, the ideal candidate will play a key part in curriculum and program development and implementation for both programs. This is a full-time in-person position.

RESPONSIBILITIES:**YFE:**

- Assist in curriculum development for Shalom Shtayim (our twos separation program), ensuring alignment with YFE and Park Avenue Synagogue's Early Childhood Center.
- Lead planning and implementation of Shabbat, holiday, parent, and Sunday Boker Tov programs.
- Coordinate and supervise Shalom Shtayim Lunch Bunch, Bridge Camp, and the annual YFE Retreat.
- Oversee program logistics, including supply management, inventory control, scheduling, vendor coordination, contract management, facilities setup, and on-site program execution.
- Oversee financial tracking, including budget support, expense monitoring, and reporting for the department.
- Serve as a substitute teacher in Shalom Shtayim, as needed.
- Partner with the YFE Director to create meaningful engagement opportunities for children and families.

CAMP KESHET:

- In partnership with the Camp Director, oversee day-to-day camp operations.
- Support the hiring, placement, and supervision of camp counselors.
- Coordinate and oversee private swimming lessons, including scheduling and instructor communication.
- Manage and ensure adherence to all Department of Health regulations and health compliance standards.



PARK AVENUE SYNAGOGUE

- Manage administrative and financial operations, including invoices, payroll tracking, and program expenses.
- Secure and coordinate outside vendors for weekly programming, ensuring all logistics are finalized in advance.

QUALIFICATIONS:

- Bachelor's degree required; master's degree preferred.
- 3–5 years of experience in Jewish education, preferably with young children and families.
- 3–5 years of supervisory experience required.
- Strong organizational and project-management skills, with attention to detail and ability to manage multiple priorities, including data management and logistics.
- Excellent written and verbal communication skills.
- Collaborative team player with the ability to build and maintain relationships across all levels.
- Experience with special needs and inclusion preferred.
- Familiarity with Jewish customs and practice is required.
- Ability to work occasional weekends, evenings, and Jewish holidays including the High Holiday Days and other young family programming.

COMPENSATION/BENEFITS:

The starting salary for this position is \$70,000, but the final salary is negotiable and will be determined based on your experience, education, skills, and overall fit for the role. As a valued member of the PAS team, you will also be eligible for our comprehensive benefits package, including medical, dental, and vision insurance, retirement savings plan, life insurance, and paid family and medical leave.

HOW TO APPLY:

Please send your resume and a detailed cover letter to jobs@pasyn.org, Attention: Director of Young Family Education.