

**Stroum Jewish Community Center
Giving Initiative For Teens (GIFT)
Part-Time Facilitator Job Description**

The Stroum Jewish Community Center's Giving initiative For Teens (GIFT) is a unique and elite experience for Jewish teens who live in the Greater Seattle Area and want to make an impact on their community by building and running a grant-making foundation. Through GIFT, program participants learn about Jewish giving, philanthropy, issues affecting the community, fundraising, and the grant-making cycle. The community has responded positively towards this program and has grown tremendously since its inception. As GIFT enters its second year, we are increasing from two teen foundations boards to three. The Stroum JCC is seeking an engaged and skilled youth educator to serve as a facilitator to implement monthly meetings during the academic year. The facilitator will be supervised and assisted by the Director of the Giving Initiative For Teens. They will be responsible for maintaining active participation by teens throughout the year, developing stimulating and meaningful group experiences, and evaluating each group session. Curriculum will focus on a Jewish grant-making learning experience. The position is anticipated to average of 12 hours a month with group meetings taking place approximately once a month from August to May on Sundays. In the spring, local site visits will take place after school hours for one to two weeks.

KEY AREAS OF RESPONSIBILITY:

- Lead and facilitate monthly sessions for a group of 15-20 teenagers (grades 9-12)
- Help set up board teen meetings
- Help plan and facilitate parent and teen orientation and final granting ceremony
- Facilitate discussions about Jewish values and identity, social issues, philanthropy, fundraising, grant-making, and non-profits
- Work with the Director of GIFT to:
 - Create a collaborative program between all three teen foundation boards
 - Utilize the program curriculum that has been developed
 - Communicate on a regular basis
- Help recruit teens during the annual application period

KNOWLEDGE, SKILLS, AND ABILITIES:

- Completion of undergraduate or graduate degree in relevant field of study preferred
- Professional and/or volunteer experience in teen engagement and/or experience facilitating educational activities with teens

- Knowledge of Jewish culture, values, and local Jewish community
- Experience and demonstrated ability to mentor and empower teens to develop their leadership and organizational skills
- Strong facilitation and communication skills, particularly with teens
- Experience as a grant-maker, grant seeker, work in a philanthropic nonprofit, or foundation
- Strong interpersonal skills
- Proven ability to facilitate group decision-making
- Team player, ability to work effectively with a variety of professionals, teen participants, parents, and community partners
- Ability to prioritize, multitask, and manage time working independently
- Ability to work with sensitive information with complete confidentiality
- Self-directed and available to work on all of the scheduled program date, in addition to the limited hours between the meetings

TENATIVE GIFT DATE MEETINGS:

- August 28
- August 29
- September 8
- October 6
- November 17
- December 8
- January 12
- February 9
- March 8
- May 3
- May 17
- May 28
- Site visits after school: week in March