Introduction

The American Hebrew Academy is the only international Jewish college preparatory boarding school for grades 9-12 in the world. Located in Greensboro, North Carolina, on a 100 acre wooded campus, the Academy offers our academically motivated students, who come from 26 states and 31 countries, the opportunity to receive a rigorous college preparatory education while exploring and strengthening their Jewish identity. Approximately ninety percent of our students live on campus, while the other ten percent are day students.

With an average class size of twelve, Academy students are taught by an esteemed faculty most of whom have advanced degrees in their field (67% hold Masters Degrees/31% hold Doctorates or Rabbinic Ordination). Technology is central to every student's experience at the Academy. Each classroom is equipped with Smart Boards and each student receives a business-quality tablet computer. The Academy’s customized classroom design is unique and facilitates the Socratic teaching pedagogy.

The Academy is committed to providing an outstanding Jewish education to all our students, from beginners to experienced learners. Jewish Studies and Hebrew language instruction comprise 20% of our students’ academic schedule. Students take foundational courses in traditional texts (Tanakh, Mishnah, etc.), Jewish history and Jewish thought, taught by our consortium of scholars and rabbis representing many streams of Judaism. Advanced topics are introduced as students progress and choose among courses and perspectives they find most engaging.

Our residential campus includes 16 dormitories, each with a 2,400 square foot Houseparent apartment and a one bedroom efficiency apartment for a House Fellow. Each residence dormitory houses 18-22 students including a senior honor student prefect (Madrich/Madricha). An Associate Houseparent also assists in the management of each student house.

The Academy seeks an enthusiastic and highly motivated candidate to serve as the Director of Student Programming. Working in collaboration with Academy deans, the Director of Student Programming will plan, develop, implement, market and evaluate the Academy’s social, recreational, educational, cultural, community, and intramural programming designed to enrich the lives of Academy students. This position reports to the Dean of Students.
Academy History

The American Hebrew Academy was founded in 1996 by Maurice “Chico” Sabbah, z”l and his wife Zmira who dreamed of developing a first of its kind Jewish community in which Jewish teenagers from around the world and from all Jewish denominations and backgrounds could come together and live in a serene environment to enrich their knowledge of Jewish culture, history and religious practice, both traditional and modern while preparing for admission to college and university and future positions of leadership in the community.

In 1999 the first foundational steps were made with the purchase of 100 wooded acres and lake frontage in Greensboro, North Carolina. By early spring 1999, Frank Lloyd Wright’s associate architect, Aaron Green was commissioned to create the master plan for the campus and building designs for every building the Academy would eventually need for the immediate future and for years to come.

On September 10, 2001, the Academy opened its gates to 77 pioneering (“Chalutzim”) students. Today, the Academy is a thriving Jewish educational institution whose graduates have all gone on to continue their education at the finest colleges and universities in the United States, Israel and around the world.

Religious and Spiritual Life on Campus

The American Hebrew Academy seeks to create a community rich with Jewish tradition, culture, and lifestyle. Pluralism at the Academy supports different paths to a fully Jewish life. Each student should share in an active effort to engage in Jewish tradition – intellectually, emotionally, behaviorally, and spiritually – so as to find ever developing and expanding ways to integrate his/her Jewish heritage into their lives. Our goal at the Academy is to provide academic enrichment and Jewish Life programming that allows students to explore and find the Jewish path that is most fulfilling to them. The mission of the Academy is to graduate Global Jewish leaders who our proud of their heritage and who seek to strengthen the future of the Jewish people around the world.

Although primary responsibility for Jewish Life on campus resides in the Office of Jewish Life, it is incumbent on the Director of Student Programming to support and further the activities of all our Jewish options, including Conservative, Orthodox, and Reform minyanim, other worship alternatives (including the local Chabad House, and local Reform and Conservative congregations). The Academy’s participation in the community-wide activities including Mitzvah Day, Special Olympics, and MLK Day of Service are also supported jointly by the offices of Jewish Life and Student Programming.

The Director of Student Programming should be a positive adult role model that our students will seek to emulate.

Residential Life on Campus

Residential students live on campus in a house that has a Houseparent, a Fellow, a House Associate, and a Madrich/Madricha (honored student of the senior class). Students usually live two per room and 18 to 22 per house. Laundry facilities, lounge area and bistro are available in each house.
During non-school hours students are provided with a rich array of athletic, theatrical, club, youth group and Tikkun Olam activities. Each weekday evening Z’man Limud (Study Time) is observed between 8:00 PM and 10:00 PM, after which students have free time before “in-house” time and house meetings are called.

The Academy operates as a community 24/7, ten months out of the year including Shabbat and most Jewish holidays (excluding Peseach). As a boarding school our students’ learning extends well beyond the classroom. It is why we say, “At the American Hebrew Academy - High School Can Mean So Much More!” An Academy education encompasses formal classroom work in general and Jewish studies, informal student life, engaging Jewish life programs - communal and religious, sports, theater and a wide range of leadership, Tikkun Olam and community activities.

Campus facilities include a 22-acre lake with boathouse, dock, kayaks and sailboats, an 88,000 square foot athletic center with exercise room, racquetball court, rock-climbing wall, eight-lane competition indoor swimming pool, basketball arena, and snack bar. The campus has eight tennis courts, three soccer fields, a baseball field, a softball field, a soccer stadium, and composite rubberized 400 meter track.

**Position within the Organization**

This is a twelve month position reporting to the Dean of Students. Office space is provided for the Director of Student Programming in the Student Union building, in close proximity to the residential Houses.

**Major Responsibilities**

- Create, implement, market, and supervise weekday and weekend programmatic offerings for the Academy (including booking facilities, coordinating technology, contracts, registration, and the like).
- Manage and oversee the activities calendar as a key member of the Academy’s Calendar Committee.
- Develop and implement programs designed to integrate day students and international students with the boarding community.
- Supervise the Programming Fellow Rotation.
- Advise and work with the Student Programming Committee to develop quality, interactive, and age-appropriate student programming.
- Network with boarding school colleagues, local synagogue youth groups, and local youth organizations to coordinate programming opportunities for Academy students.
- Evaluate programs on an ongoing basis (evaluations, feedback, enrollment, etc.) and recommend modifications based on evaluations.
- Maintain a file that includes all aspects of each program from start to finish (program ideas, specifications, marketing materials, and evaluations).
- Work in collaboration with the Dean of Students, Dean of Jewish Life, Director of Admissions, and Director of International Students in preparing summer materials, new and returning student orientations, Prospective Student Weekends, and Family Weekend.
Major Responsibilities, con’t

- Work with the Dean of Jewish Life to enhance Jewish Life programming (Shabbat and holiday) on-campus.
- Advise and market the Academy’s club program.
- Manage the Academy’s student programming budget.
- Other duties as assigned.

Other Responsibilities

- The Director of Student Programming will serve as a member of the Student Life Team as a House Parent or Associate House Parent.

Qualifications

- Bachelor’s degree required.
- 5+ years of programming experience related to Jewish youth, informal education, camping, and/or Hillel; experience in teen programming in a residential setting is highly desirable.
- Energetic with excellent oral and written English communication skills, ability to use computer, and fluency with Microsoft Office.
- Ability to exercise critical human relations skills in establishing and maintaining effective relations with students, staff, and community.
- Strong organizational and project management skills.
- Self-motivated, independent, experienced in managing committees.
- Must be extremely accurate and detail-oriented and have the ability to prioritize and handle multiple tasks simultaneously.
- High level of organization, prioritization, and ability to successfully manage multiple calendars, events, and personnel.
- Experience and proficiency in creating and managing staffing assignments.
- Acute ability to attend to minor (and major) details.
- Skilled use of Microsoft products, including Excel, Outlook, and Publisher.
- Competent ability to offer programmatic mentorship to students and Academy Fellows through positive leadership.
- Ability to create, oversee, and evaluate innovative campus-wide and community programming.
- Superb interpersonal skills, excellent writing skills, and facility in receiving and responding to a high volume of email communication.
- Experience in and enthusiasm for working with teens.

Salary and Benefits

The Academy offers competitive salaries and benefits commensurate with the candidates’ qualifications, credentials and level of experience. A one month paid vacation period is provided together with other paid holidays and personal leave throughout the academic year. The Director of Student Programming is expected to be present on campus for all Student and Jewish Life programs when school is in session and students are in residence. The Academy is closed to students for Thanksgiving break, Winter break, Pesach break and summer recess.
The Academy provides a health insurance plan, life insurance plan, dental insurance plan and TIAA-CREF retirement plan. Additional optional insurance plans for extended coverages are also available at additional costs.

Private campus housing is provided to the Director of Student Programming who shall reside on campus as a condition of employment. Housing and dining benefits for the Director are provided at no additional cost and are not considered a taxable benefit. Each residential house has a beautifully appointed four bedroom/three bath attached 2,400 square foot apartment. The first floor includes a master bedroom with private bath, and three additional bedrooms, a second bath and private laundry. The second floor includes a spacious living room, dining room, kitchen space with granite counters and stainless appliances, a foyer, a guest bathroom, and a large personal study. The personal study connects to the living space in the residence hall, and provides privacy for the house parent family. All house parent apartments have a private entrance at ground level.

A two car garage is provided near the entrance to campus for senior house parents. An electric vehicle is provided for convenient transportation on this pedestrian campus. The Academy’s dining service is kosher and operates in accordance with O.U. standards.

**Statement of Employment Policy**

Discrimination based on an individual’s sex (including gender or pregnancy), race, color, national origin, veteran status, age, disability, sexual orientation or other legally protected status is strictly prohibited at the American Hebrew Academy.

The Academy provides equal employment opportunities for individuals regardless of religion in most positions with the Academy. However, the Academy is committed to the growth and teaching of Jewish values, traditions and practices of the Jewish faith to the students enrolled. Thus, while the Academy employs many who are not Jewish, even persons who are not Jewish will be expected to demonstrate and promote Jewish values, traditions and beliefs where necessary to meet the requirements of their positions. There are certain positions at the Academy that require the individual employed to be Jewish in accordance with Jewish law. The Academy reserves the right to determine which positions will be held exclusively by Jewish employees to best meet the mission of the school.

_The above position statement is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements._

**Direct resumes and inquiries to:**
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