

JOB DESCRIPTION & CODE OF CONDUCT

Position: North American *Madrich*
Duration: 2, 3, 4, or 5 weeks (dependent upon program assignment)

I. OVERVIEW

The objective of BBYO's Passport programs is to provide North American Jewish teens of all Jewish backgrounds with a transformational summer experience. Through Passport's activities and programs, participants will strengthen their overall Jewish identity, develop leadership skills, and gain experience traveling abroad in a foreign culture. The role of a North American *Madrich* is to help facilitate the participants' experience by acting as a resource, role model, counselor, supervisor, disciplinarian and friend.

II. QUALIFICATIONS/SKILLS

Ideal candidates should enjoy working with teens, have a strong Jewish background, feel comfortable traveling abroad, and possess unique leadership skills. The Passport experience is active in nature, and the responsibilities of the *Madrich* are demanding.

-Candidates should be comfortable working as part of a cohesive staff team.

-Candidates should be able to set a positive tone throughout the program, establishing a close relationship with the participants while maintaining an appropriate level of authority and respect.

-Candidates must possess a clear understanding of the program's educational goals and must be prepared to act as an informal Jewish educator during the course of the program.

-*Staff must have completed four years of college and be at least 22 years of age.*

III. JOB RESPONSIBILITIES

The following is a partial list of responsibilities handled by the North American staff:

- Contact participants prior to the start of the program for the purpose of making a personal connection as well as answering questions
- Form a relationship with your fellow North American *Madrich/Madricha* as well as with the Trip Guide prior to the start of the program
- Oversee group introductions and assume primary supervisory responsibility at the departure airport, during the flight, and upon arrival in your destination country
- Contribute to the overall smooth flowing of the program, including taking primary responsibility for keeping the group together and on schedule
- Ensure that program rules are followed by all participants
- Serve as an educational resource and as a leader of informal educational programming during the course of the trip, with a special focus as a Shabbat facilitator
- Ensure that participants are following the program's safety guidelines; identify situations where special medical attention is necessary
- Ensure that the program participants are forming a socially cohesive group, while working to discourage cliques and address any cases of social alienation
- Always act as a role-model to participants
- Staff is forbidden to dispense prescription medication at any time

IV. CODE OF CONDUCT

All staff must agree to abide by the following Staff Code of Conduct:

- It is forbidden for staff to purchase or consume alcohol at any time during the program. Smoking and/or possession of drugs are similarly prohibited
- It is forbidden for staff to gamble or engage in any gaming activity where monies are transferred
- It is forbidden to establish an intimate relationship with another staff member or participant during the course of the program
- Staff must respect proper boundaries with participants and must never inappropriately touch a participant on the trip or a fellow staff member
- It is forbidden for staff to enter the room of a trip participant of the opposite gender without a fellow staff member of that gender also being present in the room. In all cases, when entering the room of a participant the door must be kept open at all times
- Staff may not yell at a participant of the program and should keep a calm and professional demeanor under all circumstances
- Staff must lead by example -- always being on time, dressing appropriately, and respecting the overall rules of the program
- Staff may not have visitors at any time during the program
- Staff must keep the health and safety of the participants in mind at all times. All issues surrounding health and safety must be reported immediately to the Trip Guide.
- BBYO reserves the right to dismiss any staff member from the program at any time.

ADDITIONAL POSITIONS AVAILABLE

In addition to our Passport travel experiences, BBYO offers a number of programs every summer in the United States. Our programs enable our teens to develop their leadership skills and capacity for teamwork; introduce them to the entire spectrum of Jewish thought and practice; provide meaningful community service and advocacy projects; and prepare our teens for college life and the professional world. We are looking for staff to fill the following positions:

- Bunk Counselors
- Office Staff
- Educators
- Song Leaders
- Israeli Dance Instructors
- Creative Arts Instructors
- Nurses

If you or anyone you know is interested in any of these opportunities, please contact the BBYO Office at 202-857-6694.

EQUAL OPPORTUNITY EMPLOYER DISCLOSURE

BBYO, Inc. is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, national origin, veteran status or any disability as provided in the Americans with Disabilities Act. All hiring decisions are made without prejudice or discrimination.