**Job Title**: Young Family Engagement Manager
**Reports To**: Deputy Director of the Charles Schusterman Jewish Community Center (CSJCC)

**Introduction**:
The **Jewish Federation of Tulsa (JFT)** is a cornerstone of Jewish life, culture, and community in Tulsa. Guided by a commitment to innovation, inclusivity, and excellence, JFT creates opportunities for individuals and families to connect, learn, and grow. As an organization committed to a culture defined by our workplace principles—**respect, integrity, and support**—JFT values collaboration, professional growth, and meaningful impact. By joining JFT, you will play a critical role in strengthening Tulsa’s Jewish community and fostering vibrant connections.

### **Position Overview**

The **Young Family Engagement Manager** is an integral member of the Charles Schusterman Jewish Community Center (CSJCC) team, responsible for creating and implementing dynamic programs for young families and youth. This role involves growing existing programs, developing new initiatives, and directly engaging with children and families to foster community connections. The position is both managerial and hands-on, reporting directly to the Deputy Director of the CSJCC.

### **Engagement Framework**

* Actively reach out to welcome new families raising Jewish children.
* Prioritize building relationships with families and fostering connections among them.
* Design inclusive, high-quality, low-barrier Jewish experiences tailored to family needs and interests.
* Connect families with Jewish organizations and opportunities for ongoing learning and community building.
* Empower parents to lead their family’s Jewish life at home and in the community.
* Plan, evaluate, and reflect on family engagement strategies and activities to ensure effectiveness.

### **Key Responsibilities**

#### **Family and Youth Programming**

* Collaborate with the Deputy Director to plan and execute JCC community programs for families.
* Develop grassroots family programs to build connections among community members.
* Build relationships with JCC families by participating in programs such as PJ Library, holiday events, membership events, and Early Childhood Center activities.
* Develop and implement **Kids’ Night Out** programs (8–10 events per year).
* Plan and manage PJ Library programming, including partnerships with community organizations when needed.
* Organize **J Mom** events and summer family activities such as movie nights.
* Maintain ongoing personal contact with families, soliciting feedback and building strong relationships.

#### **Camp and School’s Out Programs**

* Oversee all aspects of **Camp Shalom** and **School’s Out** programs, including program development, implementation, and enhancement.
* Ensure compliance with Oklahoma Department of Human Services Child Care Licensing Requirements.
* Lead camper recruitment, registration, and camp marketing efforts, including developing materials such as parent manuals and forms.
* Recruit, supervise, and evaluate camp staff, fostering a sense of camp **ruach** (spirit) and serving as a positive role model.
* Plan and lead weekly camp staff meetings.
* Manage inventory and order supplies for summer camp programming.
* Promote a fun, safe, and inclusive environment for campers and staff.
* Address and resolve conflicts in alignment with camp values, policies, and procedures.
* Communicate effectively with parents and guardians, ensuring their confidence in camp operations.
* Develop strategies to retain summer camp staff and campers during the offseason, creating engaging off-season programs.
* Design and promote School’s Out Camp and **Intersession Programming** (approximately 45 days per year).

### **Qualifications**

* Experience in program development and implementation for youth and families, with a focus on community engagement.
* Strong organizational and leadership skills, with the ability to manage multiple programs simultaneously.
* Hands-on experience working with children in camp or similar settings.
* Familiarity with Jewish customs, culture, and values is strongly preferred.
* Strong interpersonal and communication skills, including the ability to build relationships with families, children, and staff.
* Experience in staff recruitment, supervision, and evaluation.
* Ability to maintain a safe, inclusive, and engaging environment for participants.

### **Salary Range**

* $50,000–$60,000 annually, depending on experience.

### **Benefits**

* Comprehensive health, dental, and retirement plans.
* Opportunities for professional growth and development.
* Flexible working environment with a meaningful focus on community impact.
* Complimentary family gym and pool membership

This position offers a unique opportunity to foster meaningful connections, engage young families, and lead dynamic programs that enrich Tulsa’s vibrant Jewish community.

### **To Apply**

* Please send resume and cover letter to Federation@JewishTulsa.org