



Brandeis University

Office of High School Programs
781-736-8416
815-301-2874 Fax
highschool@brandeis.edu

Mailstop 065
415 South Street
Waltham, Massachusetts
02454-9110

International Programs Coordinator June 12 – August 6, 2012

This summer, Brandeis will host several groups of students from other schools and camps:

- 45 ninth graders from the Escola Beit Yaacov Jewish day school in Sao Paulo, Brazil;
- 40 high-school students from Zwi Perez Chajes Schule in Vienna;
- 45 high-school students from various Latin American countries (tentative)
- A group of young artists from Camp Ramah in the Berkshires.

While at Brandeis, the students engage in a fun, rigorous program of learning and exploring, including courses, creative workshops, travel around Boston and beyond, and engagement with the Jewish teen community at BIMA and Genesis.

Highlights of the program include outings such as a Duck Tour, a Pawtucket Red Sox baseball game, a trip to Newport, Rhode Island, and the Touro synagogue.

Staff orientation begins on June 12
The Vienna program runs June 17 - 28
The Brazil program runs July 2 - 13
The Latin American program runs July 15 - 27
The Ramah program runs July 30 – August 3
Staff depart on August 6

The **Programs Coordinator** is the key staff person on these programs. Duties will include:

- Working with Brandeis High School Programs senior staff to prepare for the arrival of the groups;
- Taking top responsibility for ensuring that all program logistics flow smoothly;
- Responsibility, in partnership with the guest staff, for the health and well-being of the participants;
- Overseeing the residential staff;
- Taking the lead role in residential life;
- Working with the guest staff to promote effective communication and

- partnership between both groups of staff;
- Attending all programs and trips for the duration of the programs;

The programs coordinator, along with the other residential staff members and the teachers from the guest schools:

- Lives in the residence halls with the participants;
- Monitors the physical and emotional wellbeing of the participants;
- Supports the participants in following the community guidelines and making responsible decisions as they negotiate living in the community at Brandeis;
- Creates a safe, supportive environment within which participants can expand their comfort zones and explore new ways of expressing themselves.

This position is ideally suited to a college graduate who has:

- experience in Jewish residential programs;
- a functional knowledge of Orthodox Jewish practice and guidelines;
- experience supervising a small staff;
- strong communication and the ability to resolve challenges with a smile!

Start and end times for this position depend on applicant's availability to participate in pre-summer planning during the spring, and stay for post-program work.

For more information please contact Shimshon Siegel-

shimshon@brandeis.edu or 781-736-8416