



POSITION: Heart to Heart Summer Program Director

Heart to Heart is seeking a Summer Program Director to join us for a short-term position and lead the way in organizing and supervising the summer program team. The period of employment will be from April 1st to July 31st, 2018. During the months of April and May the Director will be expected to work up to 35 hours per month based in Toronto (work may be done remotely if needed). From June 27th-July 26th the role will be full-time and based at our summer camp in Perth, Ontario.

WHO WE ARE: We are a team of people that are passionate about building shared society in Israel and we believe that young people play a critical role in developing this shared society. We are so passionate, you will usually find us going above and beyond to get to know all the participants and doing whatever we can to support them in the program. We are problem-solvers and creative thinkers that also enjoy taking a break to go for a swim in the lake or enjoy the camp garden.

WHO YOU ARE: You are a team player that enjoys multitasking and working in a fast-paced environment. You are motivated to create change in the world and you are familiar with the conflict in Israel and Palestine. You have extensive camp experience and enjoy working with young people. You are an excellent communicator, and in addition to being a manager, you are also a mentor. You are comfortable with administrative duties and are an organizational mastermind. You enjoy being challenged by having a number of different responsibilities on the go. Most importantly, you are ready for an unforgettable experience this summer that will allow you to impact the lives of young people.

ABOUT HEART TO HEART:

Heart to Heart is a joint program of Givat Haviva in Israel and Hashomer Hatzair – Camp Shomria in Canada. Our mission is to support a new generation of young Jewish and Palestinian citizens of Israel to become leaders who recognize the importance of building a shared society, and possess the relationships and skills to make it a reality.

Our core program is the Heart to Heart summer program. Each year, a group of 20 youth aged 14-15, half Palestinian citizens of Israel and half Jewish citizens of Israel, are selected to participate in an immersive three-and-a-half-week camp-based program which runs in Canada at Camp Shomria in Perth, Ontario. The Heart to Heart camp program runs concurrently with Camp Shomria's regular summer camp program. During camp, the group lives together and participates in relationship building activities and facilitated dialogue about the narratives, politics, and power dynamics that shape their daily lives back home. These activities are facilitated by Heart to Heart staff. The group also participates in full camp activities (sports, swimming, arts and crafts, games, etc.) with Camp Shomria campers led by Camp Shomria staff.

The summer program is complemented by programming in Israel prior to the summer and once the group has returned. Throughout the year following the summer program, the group works together to implement their "taking it home" project conceived during camp with the goal of taking leadership within their communities to build shared society. A conference for all Heart to Heart alumni is held annually at Givat Haviva.

JOB DESCRIPTION:

- Organize pre-camp preparations, including orientation and training for all staff members.
- Coordinate with Camp Shomria staff and Camp Director to ensure that Heart to Heart's needs are being addressed within camp and that Camp Shomria is informed of Heart to Heart's plans.
- Supervise and support summer staff (Educational Manager, and two Bunk Counselors) through regular check ins before, during and following the program.
- Communicate regularly with Israeli chaperones and support them in transitioning into their roles at camp.
- Evaluate summer staff and support them in addressing areas for improvement.
- Lead regular staff meetings and ensure proper communication among all staff.
- Follow Camp Shomria and Heart to Heart policies and ensure all summer staff are following policies.
- Act as a disciplinary figure when necessary and determine appropriate consequences for participants.
- Show an interest in the participants' experiences and getting to know them personally.
- Lead responses on emergency procedures as outlined in Camp Shomria and Heart to Heart policy.
- Coordinate staff time off and days off.
- Coordinate excursions off of camp including Perth Day, Ottawa Day, and Niagara Falls.
- Coordinate selection of and communication with host families during the participants' 4 day stay in Toronto
- Coordinate with Heart to Heart Director to prepare for the logistics of the Toronto portion of the program.
- Coordinate and contribute to the summer program debrief session.
- Other duties as needed to support the success of the program.

REPORTS TO: The Summer Program Director reports to the Heart to Heart Director. A performance review will take place monthly. Performance will be measured according to quality of work and ability to meet deadlines.

REQUIRED SKILLS AND EXPERIENCE:

- Minimum of a Bachelor's degree in a related field.
- Familiarity with the Israeli Palestinian conflict.
- Previous experience working at a summer camp.
- Demonstrated interest in building shared society in Israel.
- Previous experience training and managing employees.
- Proficiency in oral and written English (required), Hebrew (asset), Arabic (asset)
- Proficiency in Microsoft Word, Excel, Powerpoint, and Googledocs (required), InDesign or similar (asset)

REQUIRED PERSONAL QUALITIES:

- Interest in the mission of Heart to Heart
- Ability to empathize with others
- Patience and flexibility
- Willingness to work in a team
- Strong interpersonal and communication skills

COMPENSATION: CAD \$3650

JOB REQUIREMENTS:

- Must be able to live at Camp Shomria from June 27th -July 22nd and be in Toronto from July 23rd -26th (accommodations in Toronto can be arranged if necessary)
- Must be a Canadian citizen or have a valid work visa.
- Must have access to a working computer, and stable internet connection.
- Occasionally working on religious or civic holidays may be required in order to meet specific deadlines.

TO APPLY: Send a cover letter and CV to Heart to Heart Interim Summer Program Director, Erika Richter at erika@heart-to-heart.ca. References will be required upon request. Only applicants selected for an interview will be contacted. The deadline for application submissions is **Friday, March 23rd 2018 at 11:59pm.**