



About the Jewish Learning Lab at Westchester Reform Temple

An innovative Jewish educational program for students in Kindergarten through the 12th grade, the Jewish Learning Lab (JLL) works to advance Westchester Reform Temple's mission "to ensure the perpetuation of the Jewish people and to cultivate a love of our Jewish heritage: God, Torah and Israel." Students not only form an understanding and appreciation for Judaism and its lifelong traditions, but they also form a connection to a warm, inclusive community that enhances the learning experience.

The Jewish Learning Lab's mission is to kindle a lifelong love of Jewish learning and living in children and youth in the WRT community. In achieving this mission, the JLL aspires to:

- Support the development of a strong Jewish identity, strengthened with Hebrew language, rooted in Jewish tradition, nurtured by the study of Judaism, and guided by Jewish values.
- Create enduring and joyful Jewish memories, bringing Torah to life and inspiring Jewish dreams.
- Celebrate both the richness of our traditions and the limitless possibilities of innovation, preparing us to engage with the unique blessings and challenges of being Jewish in the 21st century.
- Foster the development of an inclusive and caring community, one that reflects the diversity of Jewish life today and is empowered to serve those in need.

Job Description: Part-Time Jewish Learning Lab Receptionist

The Jewish Learning Lab at Westchester Reform Temple is an afterschool program, running seven days a week, looking for an energetic, welcoming candidate who thrives in a fast-paced educational setting. The JLL Receptionist is the first point of contact for our parents, students, teachers and guests and is key to representing the culture of our community.

This is a 20-hour per week position:

During weeks JLL Classes are in Session: Sunday, 8:30 am - 12:30 pm and Monday-Thursday 2:00 - 6:00 pm

During weeks JLL Classes are not in Session: Monday - Friday 1 pm - 5 pm

Responsibilities include, but are not limited to, the following:

- Represent the Jewish Learning Lab (JLL) and Westchester Reform Temple (WRT) with appropriate warmth
- Interact with students, parents, teachers to greet and answer inquiries, creating a feeling of welcoming and exuding a desire to assist congregants and the community
- Coordinate front of office before, during and after JLL hours
 - welcome teachers, students and parents as they enter
 - handle late arrivals, early dismissals, late pick-ups etc (sign out, teacher contact)
 - provide comfort and minor first aid as needed to students during JLL hours because they are ill or hurt; contact parents as needed
- Provide information about JLL programs and schedules
- Answer JLL telephones—respond to inquiries and screen calls
- Convey messages to students and teachers in classes as needed
- Routine office work may include, but not be limited to: mailings, copying, outreach calls to congregants, ordering food for program, and general support of Full-Time and Part-Time Educator staff
- May be the first contact in handling emergency working closely with JLL Director and JLL Associate Director
- Assist updating and managing spreadsheets and JLL materials
- Monitor RSVPs for special programs requiring a response

QUALIFICATIONS:

- Reliable and punctual
- High School Graduate
- 1 year of office experience
- Proficient with Google Docs, MS Office
- Meticulous, detail oriented, able to easily multitask and be a self-starter
- Professional appearance and excellent demeanor
- Excellent verbal communication skills

Please send a resume & cover letter to jll@wrtemple.org