



MADRICHIM JOB DESCRIPTION & CODE OF CONDUCT

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Position: BBYO Passport Madrich/a
Duration: 2, 3, 4, or 5 weeks (dependent upon program assignment)

I. OVERVIEW

The objective of BBYO Passport's programs is to provide Jewish teens of all Jewish backgrounds with a transformational summer experience. Through BBYO 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 Madrich/a 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 BBYO Passport experience is active in nature, and the responsibilities of the *Madrich/a* 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.

III. JOB RESPONSIBILITIES

The following is a partial list of responsibilities handled by the Madrichim:

- 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 *Madrich/a* 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



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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 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.