NOTE – this is just a sample! Camps and Congregations should edit this document to create an agreement that is appropriate to their partnership.

# 2018-19 CLASP Fellowship Agreement

Name of CLASP Fellow \_\_\_\_\_\_\_\_\_\_\_\_\_

Congregation \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Schedule

This Shared Position begins August 15, 2018 and concludes August 15th 2019 and includes the following:

At Congregation: August 15-June 10, 2018

* serving primarily as the Youth Professional in the Congregation
* URJ Camp responsibilities during academic year listed below

At Camp: June 11, 2018-August 15, 2018

* Role at camp will be finalized Jan 2018

### Salary Agreement

Camp \_\_\_\_\_\_\_ will contribute $10,000 toward this person’s salary for the year with the following payment schedule:

To the congregation (paid by invoice): September 15, 2018 - $3,000 March 15, 2019 - $3,000

Paid directly to the Fellow: August 15, 2018 - $4,000



## Academic Year

### Camp Meetings and Events

*Prior to creating this document, a final agreement should be reached for events. Below are SUGGESTIONS of what these events could be.*

During the academic year, the CLASP Fellow will attend the following camp events:

* Fall URJ CLASP Fellows Training – August 27-30, 2018 at Hebrew Union College at Cincinnati, OH
* Spring Leadership Team Retreat / New Camper Orientation – November 4-6 2018
* Taste of Camp Weekend – January 20-22, 2019
* URJ Schlichim Training Seminar/Israel Educators Seminar (date TBA)

### Camp Administrative Responsibilities

*Prior to creating this document, a final agreement should be reached for these activities. Below are suggestions.*

* Monthly one-on-one mentoring calls with Camp Professional Staff
* Bi-monthly cohort meetings with the full CLASP Fellowship (Primarily virtual, with potential for 1-2 in-person)
* Approximately Bi-monthly cohort sessions with URJ CLASP Fellows by phone
* Based on Leadership Team position for Summer 2019, some additional pre-camp meetings and preparation may be required

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### Camp Marketing, Recruitment and Engagement

*Prior to creating this document, a final agreement should be reached for these activities. Below are suggestions.*

* Foster and support the continued growth of “camp culture” at congregation
* Serve as Jewish camp “concierge”, connecting families to the summer camp program that best fits their need
* Coordinate worship experiences that integrate camp customs
* Coordinate holiday celebrations that integrate camp engagement strategies
* Coordinate programming that highlights the value and impact of camp (i.e. Camp Shabbat, Camp send-off, etc.)
* Partner with congregational leadership in development efforts to secure financial assistance to support families sending their children to Jewish overnight camp programs
* Facilitate application process for incentive and needs-based scholarships
* Promote and build awareness of One Happy Camper, and/or other initiatives available through the FJC and local resources
* Staff and recruit student participants for all retreats throughout the year that take place at camp
* Work with congregational leadership to develop an effective marketing campaign for Jewish camp

## Summer

### Congregation Meetings and Events

*Prior to creating this document, a final agreement should be reached for these activities. Below are suggestions.*

* Available for weekly staff meetings by phone (day & time)
* Attend Friday evening services on….
* Full Staff Meeting for Synagogue – July 9, 2019

### Synagogue Administrative Responsibilities

*Prior to creating this document, a final agreement should be reached for these activities. Below are suggestions.*

• Respond regularly to emails from congregational staff (15-30 minutes per day)

## Camp and Synagogue Relationship

• \_\_\_\_\_\_\_\_\_\_\_\_ from the camp and \_\_\_\_\_\_\_\_\_\_\_ from the congregation will meet once per month for approximately half an hour (more if needed) to discuss opportunities, challenges and how best to support the CLASP Fellow.

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Representative, Camp Representative, Congregation

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Date Date