
The Process to create a CLASP Fellowship

Phase 1:

October 1 January 15th Application and Acceptance Period for Congregations

- Congregations work with their leadership to secure the minimum salary of \$40,000 and appropriate benefits (camp will provide \$10,000 of this salary)
- Congregations identify the camp they would like to partner with (their local regional URJ camp or a URJ specialty camp)
- Congregations apply to have a CLASP Fellow with a URJ Camp. **Applications due January 3rd**
- By January 15th – congregations are notified if they will be moving to Phase 2.

Phase 2:

January 31st to February 15th Job Descriptions and the Opening of the Job Search

- Congregation and Camp will work together to create a CLASP Fellow agreement (between the camp and the congregation) and a job description using a premade template. Job Descriptions are due to [Erica Quamily](#) by February 7th.
- Jobs are posting on the CLASP website and the URJ Careers page on February 15th
- URJ and congregations advertise the open positions through a variety of channels including notifying our camp staff, advertising on the URJ job listings page, articles and blogs, social media....
- Prior to beginning the interview process each camp and congregation partnership will complete their “partnership agreement” using the template provided. The Partnership Agreement should be submitted to Erica Quamily (equamily@urj.org)

Phase 3:

February 15th to April 15th Open Job Applications

- Interested applicants apply for CLASP Fellowship. Applicants can choose up to three positions to apply for.
- URJ Human Resource department will do a preliminary check of each application including contacting one reference and reading the application for general qualifications
- When complete, URJ HR will send the application and information to the requested congregations/camps.
- Camp and congregation (“the partnership”) will review the applications and interview applicants. The congregation will notify Erica Quamily (equamily@urj.org) when the partnership is ready to make an offer.

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Phase 4:

February 20th through April 15th – Hiring Process

- Once camp and congregation have agreed on who to offer positions to, the congregation will make the offer and negotiate contracts directly with the applicants. When an offer is accepted, the congregation will notify Erica Quamily.
- If the first-choice person does not accept their position, the partnership can choose a second-choice applicant to offer the position to. In addition, applicants who did not receive their first-choice position can choose to have their information sent to additional CLASP positions.
- The congregation is the hiring body and will negotiate the final contract directly with the applicant.
- First year contracts should begin after camp 2019 (exact date to be set by the camp and congregation) and continue through the end of camp 2020.