
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 March 1st 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
- 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....

Phase 3:

March 1st 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
- Application period will end April 15th

Phase 4:

April 15th June 1st Hiring Process

- Appropriate applicants will be shared with the camp and congregation.
- Camp and Congregation will interview the applicants (predominately video interviews) and list their top three applicants.
- First choice matched positions will be created, with URJ Human Resources helping to create second and third level matches.
- Partnerships that did not receive a match will be notified. The URJ will be partnering with 14 congregations. Congregations not receiving a match will receive support to continue their own search process.
- First year contracts begin after camp 2019 (exact date to be set by the camp and congregation) and continue through the end of camp 2020.