

JOB DESCRIPTION - Secretary to the Rabbi
Teacher

Hours: 10:00 - 5:15 Monday through Thursday
10:00 - 3:00 Friday
29 (34 hours a week)

Taking dictation, transcribing all correspondence, services, announcements, programs.
Writing, compiling material for Temple Bulletin.
Keeping up-to-date listing of membership in the Temple.
Originating and maintaining complete office records and files.
Ordering supplies and equipment for Center office, Religious Schools, miscellaneous.
Taking care of payment for supplies, equipment, etc.
Placing local and long distance calls for Rabbi.
Stencilling, mimeographing, mailing cards notifying members of weekly Sabbath services.
Stencilling, mimeographing, mailing all congregational letters.
Addressing, stamping, mailing all Temple Bulletins.
Assisting chairmen of various Temple projects in accepting reservations, payments, compiling reports, and listings.
Maintaining up-to-date file card of pertinent information on each Temple family.
Notifying families of memorial anniversaries each week.
Notifying Flower Fund Chairman of those having memorial anniversaries.
Typing, inserting bookplates in High Holy Day Prayer Books.
Maintaining accurate list of all those who have inscribed bookplates.
Sending statements for bookplates, special orders, materials used.
Maintaining chronological listing of all memorial anniversaries.
Supplying members with yearly listing of memorial anniversaries.
Maintaining clearing house for all activities, meetings at Center, for valley organizations.

II Teaching elementary Hebrew class one day a week - 4:00 p.m. to 5:15 p.m.
(previous year taught twice a week)

Teaching all Hebrew classes during absence of Rabbi. (infrequent)
Taking charge of Sunday School assembly during absence of Rabbi. (infrequent)
Originating press releases during absence of Rabbi. (infrequent)

IV Stencilling, mimeographing report cards for Religious Schools.
Maintaining complete record of all children enrolled in Sunday School and Hebrew School, including weekly record of number of absentees in each Sunday School class, and an overall weekly attendance record.
Telephoning parents of absentees from Sunday School.
Notifying parents of special classwork, play rehearsals, meetings.
Maintaining weekly record of collection from each Sunday School class.
Maintaining weekly record of attendance for teachers in Sunday School.
Maintaining payroll schedules for teachers in Sunday School.
Notifying treasurer for payment of Sunday School teachers and distributing checks.

V Stencilling, mimeographing, mailing notices of general Sisterhood meetings.
Stencilling, mimeographing, mailing notices of Sisterhood Board meetings.
Stencilling, mimeographing, mailing special Sisterhood letters.
Maintaining Sisterhood Cradle Roll Chart.

VI Typing individual choir schedule for weekly Sabbath service, holidays, special events.
Typing programs for all special choir activities.
Inspecting at close of year all choir books, repairing and mending.

VII Receiving all visitors and callers at Center.

VIII Special skills: Shorthand, use of typewriter, large mimeograph machine, Print-O-Matic machine, addressograph machine; care of equipment.

General information and complaint department.

X In emergencies, on occasion, do typing and mimeographing for valley Jewish organizations, (no payment received).

Note: Last year ^{unemployed} ~~employed~~ from June 24th to Sept. 5th. Received 2 weeks vacation with pay.