

SOUTHERN NCSY



A Comprehensive Guide to
**New Employee
Onboarding**





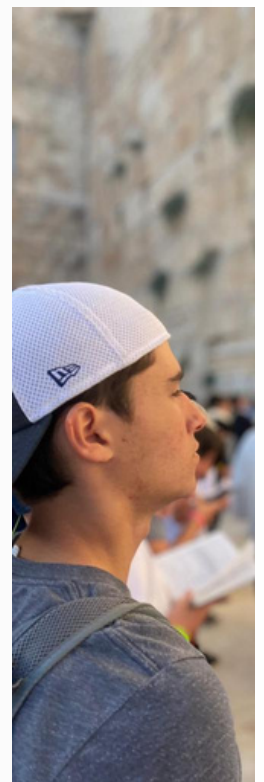
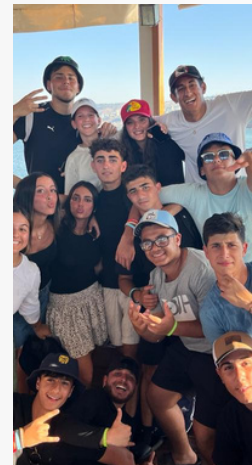
Welcome To Southern NCSY!

We are thrilled to have you join our dedicated team of staff members committed to empowering Jewish youth! At Southern NCSY, we believe in the power of education, community, and leadership development to inspire the next generation of Jewish leaders.

Overview

This training manual is your guide to understanding our mission, programs, and the incredible impact you can make on the lives of Jewish teens. As you embark on this journey, you'll find that our organization is more than a job; it's a platform for personal growth, meaningful connections, and fostering a lifelong love for Judaism.

Within these pages, you'll discover the core values and principles that drive our work, the tools to excel in your role, and the strategies to create memorable experiences for the teens we serve. Your dedication and passion will help shape a brighter future for Jewish youth in our region.





National NCSY Essentials



You:

We believe that when our people are thriving, the work thrives as well. As a professional member of NCSY's team, your efforts help to inspire a Jewish future that is connected, inspired, and empowered. We are always growing and learning, and our organization endeavors to support you in your journey in a variety of ways. More information and resources can be found in this document.

History:

NCSY is a world-recognized organization that has played a pivotal role in the lives of Jewish teens across the globe. With the vision of Harold and Enid Boxer a"n, the Orthodox Union founded NCSY in 1954 to provide Jewish teens with an opportunity to build a strong connection to their Jewish roots through inspiration and leadership skills.

Mission and Vision:

NCSY connects with Jewish teens through innovative, cutting-edge social and recreational programs to help teens develop a positive Jewish identity. NCSY inspires Jewish teens and their connection to Israel through informal Jewish education, retreats and summer programs. NCSY empowers teens through leadership development and guidance to become passionately committed leaders of the Jewish community and instruments for positive change and renewal.

Values:

NCSY is committed to providing a safe space where teens can celebrate their Jewish heritage; embrace Torah and Tradition; develop a positive Jewish identity; acquire invaluable leadership skills; connect with dedicated Jewish role models; and learn to live passionate Jewish lives.

Conduct, Policy, and Behavioral Standards:

NCSY and the Orthodox Union strive to create an environment in which NCSYers, NCSY volunteers, and NCSY professionals can grow and learn in a comfortable environment free from unwelcome attention and any other form of physical, psychological, or emotional abuse. Please review NCSY's Conduct, Policy, and Behavioral Standards Manual, at www.ncsy.org/standards/. If you have been made to feel uncomfortable or treated inappropriately, please call the Ombudsman Telephone Hotline at 212-613-8361.





SOUTHERN NCSY

MISSION

Vision & Mission

Southern NCSY will be the most successful Jewish outreach organization in the world by delivering exceptional programs for Jewish teens and empowering them with valuable knowledge and leadership opportunities, because everyone deserves the chance to become the hero in the story of their life, and the story of the Jewish People.



01

Youth Engagement

Southern NCSY actively engages Jewish teenagers through a variety of dynamic programs and events. These initiatives are designed to connect young individuals with their Jewish heritage, values, and peers, creating a sense of belonging within the community.

02

Leadership Development

We place a strong emphasis on leadership development, offering opportunities for teens to cultivate essential life skills while taking on leadership roles within their local communities. This focus on personal growth empowers young individuals to become confident and capable leaders.

03







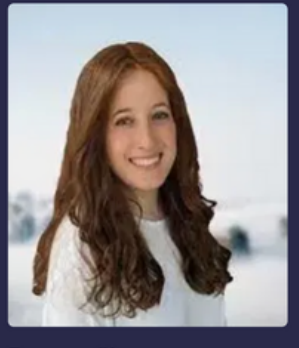

Jewish Identity & Education

We provide educational resources and experiences that deepen Jewish knowledge and identity. By fostering a love for Judaism and encouraging active participation in Jewish life, the organization aims to inspire a lifelong commitment to Jewish values and community engagement among the next generation.

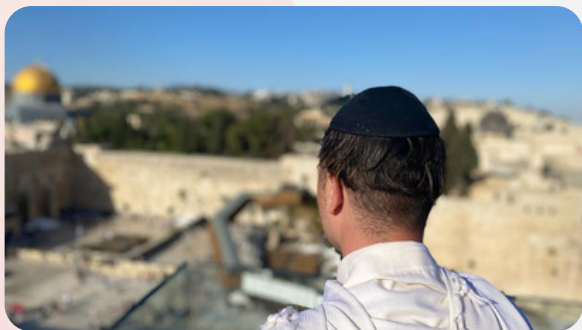
OUR PROGRAMS



Who's Who at National NCSY

			
<p>Rabbi Micah Greenland International Director greenlandm@ncsy.org</p>	<p>Rabbi Moshe Benovitz Managing Director benovitzm@ncsy.org</p>	<p>David Cutler Director of NCSY Summer cutlerd@ncsy.org</p>	<p>Daniel Gordon Chief Operating Officer gordond@ncsy.org</p>
			
<p>Saadia Simon Director of Data & Systems saadia@ncsy.org</p>	<p>Yoni Colman Managing Director yoni@ncsy.org</p>	<p>Devora Simon Director of JSU simond@ncsy.org</p>	<p>Rabbi Yehoshua Marchuck marchuck@ou.org</p>

for a full list of HQ staff please refer to ncsy.org/staff





Alumni

As a complement to the NCSY high school programming, NCSY continues to connect alumni of NCSY and JSU to authentic Jewish experiences after their graduation from high school, whether it be on a gap year program in Israel, on a college campus, or through professional networking and reunion events. NCSY Alumni continues the Jewish Journey of teens across America. For more information or to connect with us, please reach out to Nicole Chermak, chermakn@ncsy.org, or visit our website at alumni.ncsy.org.

Rabbi Yehoshua Marchuck is the Director of Alumni. He can be reached at marchuck@ncsy.org.



Data and Evaluation

Data helps unlock trends and identify patterns about the experiences and programming we run. In addition to maintaining and upgrading our “Iceburg” database, where all our programmatic activities are logged, the Data and Evaluation Department is available to assist you with any technical issues you may encounter. All you have to do is email support@ncsy.org with the details of your issue and a help-desk “ticket” will be opened for you.

Saadia Simon is the Director of Data and Evaluation. He can be reached at saadia@ncsy.org.



Education

Inspiring teens through formal and informal education is at the heart of NCSY’s mission. The Education Department provides staff with ideas, resources, and materials to succeed in this mission. You can find some of these ideas, resources and materials on NCSY Education’s website, education.ncsy.org. This website is also a place to share content that you have created.

Rabbi Dovid Bashevkin is the Directors of Education. R’ Dovid can be reached at dbash@ou.org.



Institutional Advancement

As builders of the community, NCSY partners with foundations, private investors, and stakeholders to ensure funds are available to support our work. If you have any fundraising interests or questions, feel free to reach out to Tiffany Yankovich at yankovicht@ncsy.org.

Rabbi Moshe Isenberg is the Director of Strategic Partnerships. He can be reached at isenbergm@ncsy.org.

Leadership Development

In NCSY, we believe that when our staff is thriving, our organization is thriving. The Leadership Development department is committed to ensuring that our staff members are always supported and presented with opportunities for personal growth and improvement. For questions about leadership development, or for professional development opportunities, please reach out to Dr. Eliezer Jones at ejones@ncsy.org.

Dr. Eliezer Jones is the Director of Innovation & Leadership Development Associate. He can be reached at ejones@ncsy.org.

JSU

As the largest educational experience we run, with a network of culture clubs across the USA and Canada, JSU is the best place to meet and engage with teens. The JSU department was founded in 2021, with the goal of supporting JSU educators and maximizing impact throughout the network. Experienced JSU field coaches are available to visit on-site, consult, and help you upgrade your JSU skills and experiences. There is extensive basic training available through this department as well, please reach out to Rabbi Shlomo Mandel smandel@ncsy.ca to get started.

Devora Simon is the National Director of JSU. She can be reached at simond@ncsy.org.

Marketing

Even the greatest event cannot succeed without publicity and participants. NCSY’s Marketing Department is here to help you design marketing materials, create marketing campaigns and spread the word! Feel free to reach out to Natan Cohen at cohenn@ou.org to discuss marketing strategies for your events, whether through print materials or online digital marketing.

To see our collection of templates and designs, visit marketing.ncsy.org.

Natan Cohen is the Director of Marketing. He can be reached at cohenn@ou.org.

Summer Programs

Experiential education is known to have the most lasting and life-changing impact on youth. NCSY Summer provides teens with different interests and backgrounds opportunities to learn experientially and develop a positive Jewish identity as they enjoy summers in the US, Israel, and Europe.

(If you have any general questions about a summer program – in particular as to which program is best for an NCSYer – please reach out to Elliot Tanzman, Director of NCSY Summer Recruitment, at tanzmane@ncsy.org.)

David Cutler is the Director of NCSY Summer. He can be reached at cutlerd@ou.org.

Relief Missions

NCSY Teen Relief Missions provide short and long-term recovery to disaster-hit areas. These programs give teens hands-on tikkun olam experiences and allow them to develop positive Jewish identities by being fully immersed in our values.

The Relief Department also works towards helping with food insecurity. For details about upcoming missions and how to get involved, visit our website, reliefmissions.ncsy.org, or reach out to Rabbi Ethan Katz at katze@ncsy.org.

Rabbi Ethan Katz is the Director of Relief Missions. He can be reached at katze@ncsy.org.





The Onboarding Process



Once you're officially hired for the position, the OU HR department will send a request to IT to make sure you are set up with an email address and all necessary access. You will receive an official offer letter from NCSY. Please also make sure to respond to any official onboarding emails, as this will be crucial to getting you set up on all necessary systems.

If you are a full-time employee, please reach out to Stephanie Saleman at salemans@ou.org from OU HR to learn more about your employee benefits. Employees will be given a **Namely** account- Namely is the OU's HR software. Your HR director at Southern NCSY is **Shani Muschel**. She will guide you through the onboarding process.

All employees will be required to provide an acceptable form of ID for I-9 purposes. There will be a number of forms to fill out as well. These forms will be accessible on your Namely account.



Collaborating

We are a highly collaborative group of professionals who enjoy helping each other out. The best way to find, share thoughts and ideas, and collaborate with fellow staff is through our Whatsapp chats. Here are the self join links.



[NCSY Am.Echad All Staff Chat](#)



[Southern All Staff](#)



[Southern Programming](#)



[JSU Programmers](#)



Full Time employees usually receive an OU-issued laptop and will be expected to join an orientation during their first week of employment (specific information on that will be sent to you). During this orientation you will also learn about what benefits are available to you.

Additionally, you will receive training on all relevant programs and platforms that you will need to understand as part of your job.

You will be asked to provide a professional headshot (or something comparable) for the Staff webpage.

Part Time employees will also receive an NCSY email address, as well as the necessary access and training on all relevant platforms.

Independent Contractors (1099) will need to fill out a W9 and get a background check as per OU policy.



Important Resources

Please familiarize yourself with this page: southern.ncsy.org/staffresources

Here you will find links to many tools and procedures you will need as a part of the team, including:

- Reimbursement request form

Spending and Reimbursement

Each region and office have different spending and reimbursement policies. Check with your manager for specific policies on how to spend, how much to spend, what to spend on, and how to be reimbursed. Don't hesitate to ask if you need clarification!

- Event form
- Zoom link
- Southern regional calendar

We also mostly use the following programs:

Iceburg: event database

Iceburg is the name of our database, and it helps us maintain records of our teen interactions. You can log into Iceburg with your @OU.org username and password. Iceberg tutorials can be scheduled, email saadia@ncsy.org. You can also join open office hours weekly on Fridays at 12 PM to 1 PM EAST on Zoom.

Zoho Forms: attendance capture

Velocity (development staff only): donor CRM

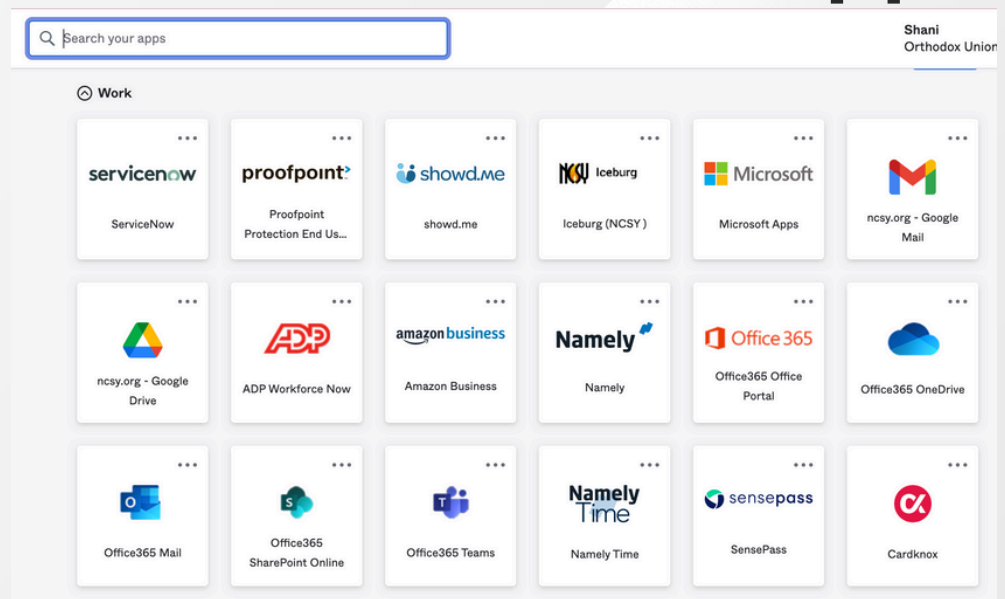
Namely/Jobvite: HR Software

(More depending on your position)

If you are a programmer, please familiarize yourself with the Southern Programming Process document. Please reach out to Shani Muschel for the link and more information.

Okta & OU Apps

Apps.ou.org is your go-to for many of the programs you will use as an OU employee. In order to access these apps, you will need an OU account and will have to sign in through OKTA, which is the multi-factor ID system the OU uses to verify your ID. (You may not have access to all apps shown here; access level is determined by job needs).



Learning the Lingo

There are many great experiences and programs happening at any given time across our organization. We've developed a particular vocabulary that describes them. This list should help make it all a bit easier to access and understand.

- **40 Rector:** This is the current address of the International NCSY headquarters.
- **Advisors / Regional Advisors:** NCSY advisors are college-aged students and young professionals – often NCSY alumni – who volunteer their time to serve as Jewish role models for teens. While advisors connect with teens during NCSY programming, their relationships really flourish outside of NCSY. Throughout the year, advisors listen and provide mentorship to teens in a fun, safe, and supportive way.
- **JLIC (Jewish Learning Initiative on Campus):** Jewish professionals on campus to ensure that an NCSYer's Jewish growth does not end in high school.
- **Ben Zakkai Honor Society:** The NCSY Alumni Hall of Fame, in which candidates are nominated by NCSY staff and BZHS members and voted on for induction. Funds raised by the Ben Zakkai Honor Society Scholarship Dinner (membership induction) help support graduating NCSYers who have demonstrated leadership and growth towards their tuition for a post-high school year in Israel, as well as special scholarship funds for NCSY's domestic summer programs (Camp Sports & Give West)
- **Best. Summer. Ever.** A reference to NCSY Summer, one of the most meaningful and transformative experiences of a teen's life. NCSY runs 21 unique summer programs in the US, Israel, and Europe. For a full list of summer programs that are available, visit summer.ncsy.org
- **CampMinder:** The database that NCSY Summer uses to track all teen, parent and staff information regarding summer registration. This includes applications, finances, medical information, etc.
- **DMC (Deep Meaningful Conversation):** Teens love nothing more than connecting with an NCSY staff member/advisor for some good DMC's about life, friends, religion and the guy/girl they just met on the bus, etc...
- **DNL (Dinner & Learn):** Dinner & Learning, like Latte & Learning, is a place for Jewish teens to gather, learn and enjoy each other's company.
- **Ebbing:** A very meaningful, moving experience of singing and divrei Torah as Shabbos 'ebbs' away.
- **FOMO (Fear of Missing Out):** An effective psychological ploy to recruit teens to programs. 8
- **FNL (Friday Night Lights) / Shabbat Shabang:** Brings the Shabbaton experience to towns with limited Jewish resources. FNL advisors light up the community and build close relationships with teens and their parents.
- **Gap Year Program:** A program (can be a semester or full year) in which a student chooses to attend a yeshiva or seminary program in Israel. Visit ncsy.org/gap to learn more.
- **Glaubach Fellowship:** This fellowship consists of NCSY advisors who are passionate leaders, innovative team-players, and are driven to inspire Jewish communities around them. As Glaubach fellows, they participate in hands-on engagement with Jewish communities across the U.S. and are trained by experts to become future Jewish leaders.
- **Head Advisor:** Volunteer advisors who coordinate the Shabbaton advisor team, shmira schedules and advisor roles with the help of regional management.
- **Iceburg:** The NCSY Data Center is where all information about events and teens is stored. It is called Iceburg for short, and it can be reached at iceburg.ncsy.org.
- **Ignite:** The NCSY magazine which features articles from all NCSY regions. This magazine comes out twice a year with the OU magazine, Jewish Action.
- **JSU (Jewish Student Union):** NCSY runs more than 180 Jewish Student Union (JSU) clubs — Jewish culture clubs — on public and private high school campuses. JSU clubs were created for Jewish students to meet other Jewish teens while learning about their heritage. During club meetings, teens strengthen their Jewish identity and connection to Israel while also learning about Jewish opportunities in their communities and future college campuses.

Learning the Lingo

- **JSU Teacher Sponsor:** Most public schools require a teacher sponsor or a teacher who agrees to host a student-based club. Teacher sponsors serve as the liaison between the JSU club and school and allow their classroom for club use. They may or may not attend the club depending on the school and district policies.
- **Judah Fellowship:** This Fellowship engages highly motivated NCSY and JSU graduates of public schools or community schools who are dedicated to their fellow NCSYers and JSUers and their continued Jewish connectivity on campus. These fellows help coordinate Jewish life on their college campuses for the duration of their time on campus.
- **JUMP (Jewish Unity Mentoring Program):** JUMP encourages yeshiva day school students to become positive forces in their Jewish communities by giving them the skills to raise awareness, fundraise, advocate for Israel, and take social action.
- **Juniors/Emtza:** The division of NCSY catering to middle school students (grades 6-8). Some regions refer to this division as Emtza.
- **LNL (Latte & Learning):** Latte & Learning brings Judaism to local coffee shops and serves up Torah in a relaxed and fun environment. By meeting teens where they want to be, Latte & Learning is the place for teens to ask real questions, voice their opinions and form a strong connection to Judaism.
- **REGBO (Regional Board):** REGBO gives teens the opportunity to build and exercise their leadership skills with one another. From brainstorming to fully implementing their ideas, teens work together in the fields of education, social action, communication and outreach.
- **Relief Missions:** NCSY Relief Missions are transformative volunteer experiences that empower teens to make an impact and contribute to something bigger than themselves.
- **National Torah Fund Scholarship:** This is the International NCSY scholarship fund for graduating seniors who wish to spend the first post high school year studying Torah in Israel.
- **Yarchei Kallah:** A five-day retreat that gives public school teens the opportunity to learn Torah during their winter break. Traditional classroom learning is supplemented with group study, one-on-one learning, and late-night discussions with teachers, advisors and fellow NCSYers. After a week of studying Torah, teens are imbued with a deep passion for learning more about their heritage.
- **Pre-Shabbos Ruach:** A high energy introduction or orientation to a Shabbaton. Music and dancing are often accompanied by an NCSY band.
- **Regional Convention / Shabbaton / Regional:** Shabbaton weekends inspire and educate teens in an atmosphere of Jewish pride and growth. They provide an opportunity for public and yeshiva day school students to interact together in a traditional Shabbat environment and form deep connections with advisors.
- **Shmira:** The “on duty” schedule for staff to ensure that the Shabbaton environment stays safe and kosher. This may include sweeps: walks around the hotels to make sure teens are wherever they are supposed to be; doors: advisors stationed by the doors to block/limit the number of people leaving; and stairs: advisors stationed in hotel stairwells at night to ensure that teens are staying on their own gender hotel floors.
- **StaffCon:** Annual NCSY staff conference where all of NCSY staff comes together for 3 days of inspiration, networking, and learning. 10
- **Merch/Swag:** Customized promotional “giveaway” items that are used as either: 1) appreciation gifts 2) to build group recognition, ex: chapter and regional board, convention participants 3) a recruiting method.
- **Tabling:** The act of setting up at a table or booth in a given location for recruitment purposes.
- **Techies:** Post-high school volunteers who assist with Shabbaton kitchen operations and other logistics. Known and beloved as the unsung heroes who do the heavy lifting. Usually, but not limited to, NCSY alumni.
- **TJJ:** A month-long tour of Israel for public school students, The Jerusalem Journey is an impactful and accessible trip. More details at the website here.
- **Yachad:** A division of the OU that offers programs to the special needs population. Programs are often staffed by NCSY teens who also serve on local Yachad teen boards. Many NCSY chapters run inclusionary programs with their local Yachad program.

A Note from Mark Rose

On behalf of Southern NCSY, it is my great pleasure to extend a warm and heartfelt welcome to you as the newest member of the team.

I am Mark Rose, the Regional Director of Southern NCSY, and I want you to know how genuinely thrilled and excited I am to have you on board. Each member of our team plays a crucial role in fulfilling our shared goals, and your presence adds immeasurable value to our mission.

Joining Southern NCSY is not just about becoming part of an organization; it's about becoming part of a close-knit community that is passionate, dedicated, and supportive. We believe in the strength of collaboration, and your unique skills and talents will undoubtedly contribute to the success and growth of Southern NCSY.

As you embark on this new chapter with us, please know that you are not just an employee; you are a vital piece of a puzzle that, when combined, creates a beautiful picture of impact and positive change. Your dedication to our shared values and vision is what makes Southern NCSY an exceptional place to work.

If there's anything you need or if you have any questions, please don't hesitate to reach out. My door is always open, and I am here to support you every step of the way.

Once again, welcome to the Southern NCSY family! We're incredibly fortunate to have you, and I am confident that together, we will achieve remarkable things.

-Mark

As part of the Southern NCSY family, you're not just an employee; you're a valued member of a community that is committed to making a lasting impact. We're excited to learn from your expertise and collaborate as we continue to inspire and empower the next generation.

Welcome aboard, and let's embark on this incredible journey together!



Feel free to get in touch if you have any questions.

We can't wait to work with you!

