

Team Leader Role

*The following list of Team Leader roles and expectations is purely for guidance when working as a Team Leader. These expectations are meant to ensure that the GBJCL program is running smoothly in each school. Each school is unique, and therefore this is not a one-size-fits-all list of expectations. We hope this is helpful to guide you as a Team Leader. If you ever run into questions regarding your role as a Team Leader, please do not hesitate to reach out to Becca Shimshak, Director of GBJCL.*

**Program Goals**

* **Relationship Building:** GBJCL strives to build relationships between tutors, students and school staff to impact the lives of those in need outside of the Jewish community.
* **Community Engagement:** GBJCL works towards engaging and sustaining volunteers through social gatherings and individual support for volunteers.

**Key Components of Team Leader Role**

**Annual Start Up Tasks\*:**

* Recruit new volunteers and raise awareness in your synagogue/company about GBJCL
  + Post flyers, speak at events about the program, post in synagogue/company bulletins or community-wide communications, present at meetings, etc.
  + Encourage participation in new volunteer training
  + Identify key individuals who could recommend potential volunteers
    - Examples: Rabbi at your synagogue, Social Action Committee
* Collect volunteer schedule and communicate with school liaison
* Offer and arrange meet and greet sessions for new volunteers at school with school liaison and teacher
* Attend annual GBJCL team leader appreciation event

**\***August through October is the busiest time for the Team leader

**Ongoing Communication:**

* Communicate with school liaison to ensure success of the GBJCL program
  + Discuss ways to strengthen school/volunteer relationship
  + Check in about teacher/volunteer relationships and any that need improvement
  + Meet with new teachers prior to school year to outline expectations
* Communicate with volunteers
  + Remind volunteers to enroll/re-enroll and fill out their CORI forms through the school or district (and fingerprinting if necessary)
  + Assist new volunteers to get acclimated in the program and school communities
  + Inform volunteers of any days off or any special events at the school that would affect tutor’s abilities to come to their regularly scheduled hours
* Communicate with GBJCL
  + Inform GBJCL of any changes to your team
  + Report feedback to GBJCL staff so we can continue to support you and your program throughout the year

**Appreciation:**

GBJCL wants to partner with you to show our schools and volunteers that we appreciate them. Here are a few suggestions of ways you can do this:

* Assist with distribution of book donations from publishers through GBJCL
* Partner with school liaison to design an end of year party for volunteers and students
* Encourage your synagogue/company to hold a volunteer appreciation
  + Example: Volunteer Appreciation Shabbat recognition at services with reception
  + Distribute gifts or certificates to volunteers from synagogue/company
* Organize a get together for your team to launch the new school year
* Highlight accomplishments of your volunteers to the entire team

**Who should fill the Team Leader role?**

* Someone dedicated to literacy and volunteerism
* Someone with a bit more extra time than a tutor for:
  + Extra administrative meetings
  + Team leader meeting at beginning of year
* Someone who wants an organizing role instead of or in addition to a tutoring role
* Someone who is comfortable in their synagogue or company community to recruit volunteers and sustain relationships with volunteers