



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