



About the Position

The team leader prepares a team of Corps members to provide educational activities to young children and families. Responsibilities include planning and implementing effective Jumpstart sessions, facilitating team meetings, and coaching Corps members to use developmentally appropriate practices with young children. The team leader plays a variety of roles, including coach, trainer, observer, and administrator, and is essential to making Jumpstart a high quality program. The Jumpstart team leader position is open to Jumpstart Corps members and alumni who have completed at least one year of service. In some cases, it is also open to undergraduate or graduate students who have early childhood education backgrounds and can serve in a team leader role. The Jumpstart Team Leader reports directly to the Jumpstart Site Manager.

Team leaders have the following option for participation in Jumpstart:

- **300-hour term:** serve part-time during the school year

Team Leader Responsibilities include the following essential functions:

School Success

- Lead planning and implementation of Jumpstart sessions 2 times per week
- Support Jumpstart's ongoing assessment efforts
- Build strong relationships with preschool staff
- Ensure high-quality service delivered to children by Corps members

Family Involvement

- Assist Corps members in developing strong relationships with children's families
- Model appropriate interactions with children's families
- Ensure that all Corps members communicate regularly with families and develop alternative means of communication (notes, newsletters, etc.) to support Corps members relationships' with families

Future Teachers

- Support school year start-up, including Corps member recruitment and training
- Delivering various Corps member trainings, and facilitate ongoing reflection
- Encourage Corps members to document Jumpstart children's progress using Jumpstart's School Success Guide
- Participate in all Jumpstart Corps member training and additional team leader training

Community Engagement

- Lead team during service days and other service events
- Represent Jumpstart at partner early childhood center and other community meetings

Communication and Administration

- Participate in weekly team leader meetings with site staff
- Serve as communication link between site staff and Corps members
- Manage administrative tasks such as Corps member and child attendance and other documentation

Time Commitment

- Serve 12-16 hours per week during the school year including:

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- Jumpstart sessions with team, 4 hours per week (two afternoons a week for two hours each)
 - Team planning meetings, which include planning, reflection, and/or training, 2-3 hours per week
 - 2-6 hours each week in a preschool classroom during the regular school day
 - Weekly meetings with team leaders and site staff
- Participate in intensive trainings, including September Leadership Institute (over a weekend)
- Attend periodic service days, often held on weekends

Qualifications and Experience

Team-building experience

- Ability to lead a team of diverse Corps members to effectively plan and implement Jumpstart sessions and various program elements
- Strong communication skills, including the ability to facilitate meetings and trainings
- Experience in a leadership role, preferably with college students

Early childhood knowledge and practice

- Experience working in an early childhood setting and/or knowledge of early childhood development
- Ability to coach Corps members in working effectively with children and families

Commitment to service

- Community service experience
- Ability to work with people from diverse backgrounds
- Ability to fulfill a yearlong community service commitment
- Enthusiastic and positive attitude toward helping others

Professionalism

- Dedication to Jumpstart's mission and program areas
- Willingness to represent Jumpstart to outside groups
- Ability to work with people from diverse backgrounds
- Maturity and good judgment in relating to Jumpstart peers, partners, and families
- Availability, dependability, and willingness to be flexible

Compensation and Benefits

- Potential to earn Work-Study award during term of service
- AmeriCorps education award upon completion of service term (up to \$1,250)
- Extensive training in the field of early childhood education
- Unique opportunity to join a national network of individuals serving young children
- Invaluable opportunity to make a difference in the lives of young children

Jumpstart is an equal opportunity organization and encourages applications from all individuals without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, political affiliation, or status as a covered veteran in accordance with all applicable federal, state and local laws. Qualified individuals with disabilities are strongly encouraged to apply. Jumpstart will make reasonable accommodations for qualified individuals. Accommodation requests should be directed to the Jumpstart office to which you are applying. Jumpstart is a proud member of the AmeriCorps national service network. Please note that not all Jumpstart sites are directly supported by AmeriCorps. Please contact the site to which you are applying for more information.

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