

# Jumpstart Team Leader

## Job Description and Expectations

### Job Description:

Jumpstart Team Leaders take responsibility for developing a high-quality Early Childhood Education program at a designated preschool. Responsibilities include team recruitment, site organization, training and modeling, and the necessary administrative tasks of the site, including record keeping and reporting. Since this role is both early childhood tutoring and program administration, the Team Leader need to have interest or experience in early childhood education and strength in organization and planning. Responsibilities include communicating between the Jumpstart office, the preschool site, children and families, planning and implementing high-quality sessions, providing feedback to other team members, becoming familiar with Jumpstart curriculum, facilitating meetings, and participating as a member of the team they lead. As PVC staff, the Team Leaders are expected to attend monthly PVC meetings, work in the PVC 2 hours per week, participate in PVC retreats, attend weekly Team Leader meetings, and report weekly to the Jumpstart office. Team Leaders are supervised and supported by the Jumpstart office in the Pepperdine Volunteer Center.

### Expectations & Requirements:

- Commit to at least 1 full academic year.
- Complete 450 hours.
- Be eligible for Work Study.
- Be eligible for an AmeriCorps Education award.
- Train and mentor Jumpstart Corps members.
- Assist in planning job-training workshops for Corps members.
- Be in good academic standing.
- Display an interest and understanding of early childhood education.
- Display the ability to model a servant leader philosophy.
- Have good leadership skills and leadership potential.
- Possess excellent organization and communication skills.
- Display initiative in educating yourself on the social justice issues related to Early Childhood Education.
- Have the ability to maintain a high level of professionalism.
- Perform necessary tasks to ensure successful Jumpstart site.
- Be a resource to students interested or involved in Jumpstart.
- Monitor the quality of the Jumpstart program and report regularly to the Jumpstart Coordinators.
- Make presentations regarding Jumpstart to various groups.
- Attend PVC staff training at the end of August.
- Must have experience as a Jumpstart Corps member.

### Reporting and Supervision:

- Meet with other Team Leaders and Jumpstart Coordinators.
- Report weekly on program and volunteer hours to Jumpstart Coordinators.
- Prepare and submit Reports and Surveys.

### Jumpstart Staff Benefits:

- Orientation, training, and on-going supervision and support.
- A monetary work award not exceeding \$4,500 (if eligible) for the school year.
- An AmeriCorps education award of \$1,415 if eligible.
- Recognition (letters of recommendation, banquet, etc.)
- Understanding of perspectives related to early childhood education and the community you serve.
- The opportunity to make a meaningful contribution to Pepperdine and the community.
- Excellent real-world work experience.