



**Jewish Community Relations Council
Greater Boston Jewish Coalition for Literacy
New Team Leader Manual**

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. Most of the following are suggestions that have proven successful in the past. Each school is unique, and therefore this is not a one-size-fits-all list of expectations. We hope this is helpful as you begin your time as a Team Leader! If you ever run into questions regarding your role as Team Leader please do not hesitate to reach out to Becca Shimshak, Director of GBJCL.

Program Goals

In an effort to achieve program goals of relationship building, community engagement, and student literacy enhancement, team leaders aim to:

- **Relationship Building:** Work to facilitate successful relationships between tutors, students, and school staff
- **Community Engagement:** Engage and sustain volunteer involvement through social gatherings and individual support for volunteers
- **Student Literacy Enhancement:** Aid volunteers in developing relationships with school staff, teachers, and students

Team Leader Role at a Glance Or Key Components to the Team Leader Role

The Team Leader position is very front-loaded. You will be busiest from August through October helping volunteers get acclimated as well as match making in partnership with the school liaison.

Annual Start Up Tasks

- Recruit new volunteers and raise awareness in your synagogue/company about GBJCL's program and about your partner school
- Collect volunteer schedule for school liaison
- Offer and arrange meet and greet sessions for new volunteers at school with the school liaison and teacher

Ongoing Support

- Follow up with tutors and teachers if necessary
- Check in periodically via email or phone to see how volunteers are doing
- Act as the primary liaison between your school, GBJCL, and your team of volunteers

Special Additions

- Initiate a book drive in your community for the school or for GBJCL students to take home a book at the end of the year

Relationship Building

Working with the school liaison

- Make it clear to the school liaison that this is literacy help
- A Team Leader acts as ambassador for the GBJCL program
- Touch base with the school liaison periodically to ensure open communication
- Discuss ways to deepen and strengthen the school/volunteer relationship

How Team Leaders should support volunteers

- Remind new and returning volunteers to enroll or re-enroll on the GBJCL website and fill out their CORI forms through their school
- Create a warm and inviting atmosphere for new volunteers
- Help new volunteers get acclimated with a school tour led by the liaison or Team Leader
- Oversee development and implementation of strategies to sustain team members
- Organize communal gatherings for volunteers. Suggestions:
 - Partner with the school liaison to design an end of year closing party for all volunteers and students
 - Encourage your synagogue/company to hold a volunteer appreciation
 - Organize a get together for your team to launch the new school year

Working with teachers

- Set up a time to meet prior to the school year to go over expectations
- Help volunteers log questions, points, and progress of students that teachers can read
- Weekly check in with teachers for 1-2 minutes in regards to students or any pressing questions

Working with GBJCL

- Attend a New Team Leader Training
- Share relevant information from GBJCL staff to volunteers such as training materials and curricular ideas
- Confirm volunteer list and contact information for entire team
- Update staff of any major challenges with schools or volunteers
- Inform staff if a volunteer discontinues mid-year
- Report feedback to staff so they may expand program support as needed
- Encourage participation at GBJCL events (workshops, appreciation events, book discussion groups)

How to Recruit Team Members at Synagogue

- Newsletter bulletins
- Synagogue events and services
- Rabbi integrate into Shabbat learning
- Flyers in the lobby
- Present at a Social Action committee meeting or for the Sisterhood/Brotherhood

How to Recruit Team Members at a Corporate Office

- Volunteer fairs
- Company-wide newsletter
- Reach out to targeted departments: HR, Administration
- Flyers in the lobby
- Recruit a buddy program