

# Interested in Being a Team Leader?



## DC Reads Team Leader Questionnaire

2016-2017 School Year

### **Position Overview**

**Job Description:** In addition to tutoring through the DC Reads program, the Team Leader also serves as the primary resource for the tutors at that site. The Team Leader acts as the main representative of CUA DC Reads while tutoring, assists with conveying information, training and recruiting tutors, as well as building community among his/her team.

**Commitment:** Team Leaders commit to serve for one semester, but it is highly recommended that they are able to serve for the full academic year. There is no guarantee that a tutor will be rehired as a team leader every semester. Retention of the job is dependent upon previous job performance and availability of the position on the team you are working on.

**Benefits:** The Team Leader position is an opportunity to develop leadership and communication skills as well as to gain experience in managing a team. You would be responsible for each member of your team during tutoring. If you are a work-study student, Team Leaders will have a starting pay of \$13.00/hr with the possibility of an increase depending upon the number of years working for DC Reads (\$0.25 increase per academic year as a Leader). Team Leaders will also have the opportunity to earn more hours in the extra duties that the position demands.

### **Responsibilities (Beyond Tutoring)**

#### Administration

- a. Serve as a liaison between DC Reads Graduate Assistant, site supervisor, and tutors, informing all parties promptly about changes to schedule or issues that arise
- b. Check email regularly and convey messages promptly to site supervisor, tutors, and DC Reads Graduate Assistant
- c. Ensure time sheets are completed properly and submitted to DC Reads Graduate Assistant **ON TIME**
- d. Submit daily reports via The Nest to DC Reads Graduate Assistant for each tutoring session you attend

#### Formation

- a. Recruit new tutors at the beginning of each semester
- b. Assist in the planning and execution of any DC Reads tutor training
- c. Attend team leader meetings once per month
- d. Help the DC Reads Graduate Assistant plan and facilitate one educational workshop each semester

#### Community Building

- a. Organize at least one social event per semester for your team
- b. Build and maintain relationships among your tutors as well as community partners
- c. Advocate for the students you serve at your tutoring site
- d. Volunteer to be a spokesperson for DC Reads at class visits and Mandatory Meeting

### **Timeline of Duties**

- a. Summer: Correspond via email with DC Reads Grad Assistant to prepare for upcoming school year
- b. Daily: Check e-mail, DC Reads website, social media platforms, submit Daily Report
- c. Bi-Weekly: Submit time sheets
- e. Monthly: Team Leader Meeting with DC Reads Graduate Assistant, DC Reads Workshops
- f. Semester: Organize community building event with tutors from site

### **Important Dates**

- a. Mandatory Meeting: Wednesday, September 7 at 7pm
- b. Team Leader Training: TBD
- c. Tutor Training Day: Saturday, September 24 from 8am-2pm
- d. Team Leader Monthly Meetings: TBD



## Team Leader Questionnaire

Name: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Preferred e-mail address: \_\_\_\_\_

Are you:      freshman \_\_\_\_\_      sophomore \_\_\_\_\_      junior \_\_\_\_\_      senior \_\_\_\_\_

What do you look forward to the most as a DC READS team leader and why?

What are your leadership strengths?

What skills do you need to improve?

What are you passionate about?

**Please note that if you are hired as a team leader you MUST participate in the events listed on the previous page unless you have a conflict with classes. In that case, you need to touch base with the Grad Assistant to schedule a make-up time.**

**Team Leader positions are also contingent on availability between individual class schedule and weekly tutoring schedule.**

**Email [cua-dcreads@cua.edu](mailto:cua-dcreads@cua.edu) with any questions.**

**Thank you!**