Position Summary

Jumpstart is a national early education program working toward the day every child in America enters school prepared to succeed. The Jumpstart team leader position is open to Jumpstart Corps Members and alumni who have completed at least one year of service, and it is also open to undergraduate or graduate students who have early childhood education backgrounds and can serve in a team management role. Team Leaders are responsible for assisting in the overall management and coordination of a designated Community Outreach (CO) program or project. The following responsibilities are required of all team leaders.

Major Duties and Responsibilities

A. Corps Member Management and Support
   - Manage a team to implement Jumpstart sessions and facilitate team meetings two times per week
   - Support Jumpstart’s ongoing assessment efforts
   - Build strong relationships with program partner staff and ensure high-quality service delivery by Corps Members
   - Assist Corps Members in developing strong relationships with the families of Jumpstart children and model appropriate family interactions
   - Ensure that all Corps Members communicate regularly with families and develop alternative means of communication (notes home, newsletters, etc.) to support Corps Members’ relationships with families

B. Program Management and Participation
   - Coordinate school year start-up, including Corps Member recruitment and pre-service training
   - Plan and lead weekly meetings for Jumpstart team to include, but not limited to: managing session plans, delivering Corps Member trainings, and facilitating ongoing reflection
   - Attend and participate in all team leader trainings and Jumpstart Future Teachers trainings
   - Plan, implement and evaluate sessions using Jumpstart’s curriculum, guidelines and quality standards
   - Complete any additional program management requirements to facilitate the management of the Jumpstart program
   - Communicate and meet regularly with site staff and program director
   - Attend and participate in weekly team leader meetings
   - Serve as communication link between site staff and participants (Corps Members)
   - Lead team during service days, launch events and other service projects and events
   - Represent Jumpstart on formal occasions, including program partner meetings, Jumpstart site visits, etc.

C. Administrative Tasks
   - Attend all related CO meetings, trainings, seminars, and workshops
   - Represent CO at University classes, meetings, or events
   - Perform other related duties and activities, to support the program and the Office of Community Outreach (CO), as needed
   - Maintain and submit to program director team-specific data reports
   - Assist program director with completion of program management-related paperwork (i.e. AmeriCorps, Jumpstart, Program Partner, State of CT required forms)
Complete incident reports and share with appropriate CO staff in timely manner

D. Project Teams

- Participate in a CO project team including: program management, professional development, or community building

Qualifications

A. Minimum Qualifications:

- Strong interest in and commitment to community service
- Experience working with young children, and/or a desire to learn more about early childhood education
- Ability to build and manage a team of diverse Corps Members to effectively implement the Jumpstart curriculum and program
- Ability to effectively convey oral and written communication, including the ability to facilitate meetings and trainings
- Ability to plan and implement Jumpstart sessions, promoting children’s educational development
- Model appropriate interactions with children and families and have the potential to coach Corps Members in working effectively with children and families
- Experience in a leadership role
- Capacity to facilitate individual and group supervisory meetings including conflict resolution / problem solving
- Dedication to Jumpstart’s mission and program areas as well as a willingness to represent Jumpstart to outside groups
- A strong appreciation for, as well as a willingness to work with and support, demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, cultural, gender, ability, and sexual orientation)
- Maturity and good judgment in relating to Jumpstart peers, partners, and families
- Students must not be on academic probation in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)

B. Preferred Qualifications:

- At least one year experience in early childhood education or related coursework
- At least one year experience with Jumpstart
- Experience in a leadership role at the college level

Commitment

- Full academic year commitment and 300+ hours of AmeriCorps term of service is required
- Participation in Jumpstart’s September Leadership Institute training during Fall Semester
- 10-12 hours per week; exact hours and schedule will fluctuate and is somewhat flexible to student’s academic schedule
- Participation in CO Training in August the week before Fall Semester begins
- Some additional service activities on periodic weekends will be required
- Ability to maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (1.8 semester GPA or higher for 1-23 credits, or 2.0 semester GPA or higher for 24+ credits)
Compensation and Benefits

- Potential to earn a work-study stipend during the term of service
- AmeriCorps education award upon completion of service term
- Extensive training in the field of early childhood education
- Invaluable opportunity to make a difference in the lives of children
- Unique opportunity to join a network of individuals serving young children nationwide
- Professional training and support to implement Jumpstart’s various volunteer initiatives that promote the Jumpstart mission and program areas

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