First time Team Leader applicants: Please ask for two letters of recommendation to be submitted to office@youthlinc.org - one from your Service Year Team Leader and one from another individual who knows your qualifications as relates to the skills outlined in this application.

Complete application, including recommendations, are due Wednesday, August 16, 2017.

Important: This is a legal document. Please read and understand this document before signing Signature page.

YOUTHLINC TEAM LEADER REQUIREMENTS:

1. You must have been a Service Year mentor in the last 3 years.
   a. Team Leadership is a highly complex job and our Service Year curriculum is always improving. Team Leaders must have been a mentor at least once in the past 3 years to qualify to apply for Team Leader.
   b. If you would like to apply to be a Team Leader in the future, and have not served as a mentor, apply as a mentor this Service Year.

2. You must reside in Utah during the entire Service Year.
   a. Tell us about any extended travel commitments, planned absences/vacations from the state, during the Service Year.
   b. We are a student program. We require Team Leaders to respond quickly to participant and parent questions or concerns. Extended travel can work against this high level of service.

3. You must be competent in all common computer software.
   a. Team Leaders must be able to use and manage large amount of data from team rosters kept on Google documents online.
   b. Familiarity with Excel (and Google docs which are in excel format), email software, and Word programs is critical.

4. You must be able to understand and follow budgets, and reconcile your international service expenditures using simple Amounts Received/Amounts Paid balance sheets in Excel.
   a. Team Leaders are in charge of a large amount of money associated with team expenses and project funds. Team Leaders must be able to balance a spreadsheet of debits and credits to maintain the financial integrity of our organization and programming.

5. Your attendance at Team Leader and Team meetings is mandatory.
   a. Expect to calendar and attend quarterly Team Leader meetings, in addition to your team’s monthly meetings, pre-departure and debrief meetings associated with the international service trip.
   b. You will have input on the scheduling of these mandatory meetings to some extent.

YOUTHLINC TEAM LEADER SKILLS:

1. Team Leaders must have experience successfully working with young people.
   a. The Youthsinc Service Year is a student leadership program. It requires special skills to relate to, inspire, motivate, delegate to, and hold accountable youth.

2. Team Leaders must have excellent people skills and management skills.
   a. Team Leaders manage 35-40 adult professionals and students as they embark on local and international service experiences, planning and implementation of projects internationally, and fundraisers locally.
   b. Because you are teaching others to manage projects, you should have had successful experiences managing projects with others.
   c. Team Leaders work closely with Youthsinc staff, our In-country coordinators, and their Assistant Team Leaders.
   d. Friendly, personable, yet professional relationships are critical to the success of our Service Year.

3. Team Leaders must be excellent communicators and facilitators.
   a. You must be able to use email professionally and compose clear, concise communication.
   b. You must have experience running large meetings, facilitating interactive discussion.
   c. You must have experience in solving problems in concert with individuals and groups.

4. Team Leaders are cheerleaders for our Service Year.
   a. You should understand and believe in the mission of our organization and the Service Year structure in general.
   b. We ask Team Leaders to present to student and other groups about our Service Year.
   c. As Team Leader, we ask you to recruit student and mentor applicants from your connections, to your team and to all Service Year teams.

5. Team Leaders must be leaders.
   a. Your leadership sets the tone for the team and its performance locally and internationally. In your application, be sure to discuss your leadership style.