



Assistant Team Leader (ATL) Job Description

This position is ideal for a highly organized, driven, and enthusiastic Youthlinc Service Year alum student who can inspire and motivate high school and college students to actively participate in local and international service.

Essential Skills:

- Highly organized
- Excellent people skills
- Ability to meet deadlines
- Attention to detail
- Familiarity with social media
- Excellent public speaking skills
- Hands-on local service experience
- Leadership engaging high school and/or college students in service
- Ability to facilitate group discussions

ATL Position Description:

1. Local Service Advocate:

- ATLs are responsible for ensuring that every Youthlinc Service Year student has the best possible local service experience, contributing 80 hours of local service with minimally 40 hours at a main service site that provides hands-on service with genuinely needy people.
- ATLs mentor participants in their main service site selection, check and counsel individually on quality of local service experience, and track hours completed.
- ATLs are responsible to ensure that Alum Leaders contribute 20 hours of hands-on service.
- ATLs facilitate Local Service Reflections to help the team reflect on local service experiences. These reflections deepen the service experience.
- ATLs highlight students in their local service during team meetings and on social media.

2. Mentor Alum Leaders:

- ATLs will oversee the Alum leaders to find ways to build team unity.
- ATLs will oversee Alum Leaders as they develop cultural awareness amongst team members.

3. Collecting Forms & Data Entry:

ATLs collect, record, and update team information, forms, and surveys.

4. Presentations:

Beginning in September, ATLs are required to give school presentations to encourage high school and college students to apply to participate in the Youthlinc Service Year.

Additional Responsibilities: ATLs must work with the Local Service Director for **2 hours** each week. ATLs attend a monthly team and mentor meeting. ATLs may be assigned tasks by the Local Service Director and Team Leader on an as needed basis.

Required Background: Current college student or high school senior. Must be able to work with the Youthlinc office **2 hours** each week. Must be a previous student participant in the Youthlinc Service Year. If your application is selected for the interview round, you must be available for interview during the week of **August 20, 2018**. If you are selected as an ATL, you must attend a special training on **Saturday, September 8, 2018** and **Saturday, October 27, 2018**.

Stipend: ATLs will receive a \$1,000 sponsorship that offsets the cost of their Youthlinc international service experience. It should be noted that they are still required to pay the balance of the total cost of the trip.