



## ASSISTANT TEAM LEADER (ATL) RECOMMENDATION FORM

---

A Youthline Service Year alum student has requested that you offer him or her a recommendation for the ATL position. This position is ideal for an individual who is highly organized, driven, and enthusiastic. Most importantly, this individual must be able to motivate and inspire high school and college students to actively participate in local and international service.

Please fill out the form, save it, and **email it directly** to the Youthline Local Service Director, Jamileh Jameson, at [jamileh@youthline.org](mailto:jamileh@youthline.org) by **Saturday, August 15, 2020**.

### ATL POSITION DESCRIPTION

1. **Local Service Advocate:** ATLs are responsible for ensuring that every Youthline 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.
2. **Mentor Alum Leaders:** ATLs will oversee the Alum Leaders to find ways to build team unity and cultural awareness among team members.
3. **Collecting Forms and Data Entry:** ATLs collect, record, and update team information, forms and surveys.

### RECOMMENDER INFORMATION

Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Applicant's Name: \_\_\_\_\_ Applicant's School: \_\_\_\_\_  
 How do you know the applicant? \_\_\_\_\_  
 How long have you known the applicant? \_\_\_\_\_  
 How familiar are you with the applicant's capabilities? \_\_\_\_\_

### RANKING SECTION

Please offer an honest evaluation of this individual:

Category	Don't know	Poor	Average	Above Average	Excellent
Highly Organized					
Excellent People Skills					
Ability to Meet Deadlines					
Attention to Detail					
Familiarity with Social Media					
Excellent Public Speaking Skills					
Hands-on Local Service					
Leadership Abilities					

<b>Facilitate Group Discussions</b>					
-------------------------------------	--	--	--	--	--

**COMMENT SECTION**

THIS PART IS IMPORTANT! Please elaborate on your rankings on the first page of this document, provide specific examples, and offer feedback about this individual. Please be honest about strengths and weaknesses. This application is confidential. (500 word limit)