# ACES Team Leader

Job Description

**Job Title Team Leader, ACES Saint Paul**

**Status Part-Time, Temporary, Approximately 18 hours/week**

**Pay Rate $12-$13/hour, DOQ**

**Dates: Early June through Mid-August**

**ACES** is a 20-years-strong out-of-school time tutor/mentor program that helps urban fourth- through eighth-grade students in both Minneapolis and St. Paul overcome the academic achievement and opportunity gaps. ACES partners closely with the public schools and Boys & Girls Clubs of Minneapolis and St. Paul to provide high quality support. Students who consistently attend ACES show academic growth, improved behavior and school attendance, and increased identity with their community.

**About the Position**

The ACES Team Leader will serve as the leader for one ACES classroom of 10-15 students in a tutoring/mentoring program for urban youth in fourth and fifth grades. The Team Leader will be in charge of leading the class through the ACES “Around the World” and “Sports Math” curriculum units. Additionally, the Team Leader will serve as a role model for students, making sure to build a safe and engaging environment in the classroom. Team Leaders will also develop a working relationship with several Volunteer Classroom Leaders who will help to support facilitation of activities and classroom management, as well as various daily administrative duties. Required training and site orientation will take place in early June.

**Qualifications**

* Interest in supporting urban students in academic and personal growth
* Ability to commit up to 18 hours per week for the full summer program (June through mid-August)
* Self-motivated, dependable, and able to work independently
* Strong team work and collaborative skills
* Strong written and oral communication skills
* Willingness to be flexible and able to take initiative
* Ability to take direction in order to meet program quality standards
* Ability to work with people from diverse backgrounds
* Belief in all students’ ability to be successful students

**Desirable Characteristics**

* Experience in urban education or youth work
* Leadership experience
* Comfortable talking to large groups
* Strong organizational skills
* Ability to work with and coordinate classroom volunteers
* Experience working collaboratively with diverse groups of youth and adults
* Ability to speak multiple languages, especially Spanish or Hmong

**Team Leader Responsibilities**

* Review ACES curriculum units in advance in order to develop plans and identify necessary materials
* Plan and set goals for curriculum and other daily activities with ACES staff and classroom volunteers
* Adhere to program daily schedule
* Deliver ACES curriculum and lead team-building activities
* Participate in field trips as needed
* Take an active role in classroom/behavior management by communicating expectations, following through on consequences and seeking additional support when needed
* Complete daily administrative tasks such as attendance and reports on student progress

To apply, please submit application, resume and cover letter to: Rebecca Edmunds [rebeccae@aces4kids.org](mailto:rebeccae@aces4kids.org) or Gurayn Sylte [guraynsylte@aces4kids.org](mailto:guraynsylte@aces4kids.org) For further information please see the ACES website <http://www.aces4kids.org/get-involved/> or contact ACES at 612-331-3454.**ACES Team Leader Application**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status. Reasonable accommodations will be made for persons with disabilities.

|  |  |  |
| --- | --- | --- |
| First name | Last name | Middle initial |
| Current address | | |
| City | State | Zip code |
| Primary Phone □ cell  □ home | Secondary Phone □ cell  □ home | |
| E-mail address | | |
| Permanent address (if different from current one) | |  |
| City State | | Zip code |

Are you legally able to be employed in this country? ○ Yes ○ No (If hired, verification will be required by law)

Are you 18 years of age or older? ○ Yes ○ No

Have you ever been convicted of a misdemeanor or felony in any jurisdiction? ○ Yes ○ No If yes, please attach conviction documentation.

What type of position are you seeking? ○ Part-time ○ Full-time ○ Seasonal/Temporary

What date are you available to start? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please notate the hours you are available on a weekly basis, for this position.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |  |  |

Are you currently enrolled as a full-time or part-time student at a post-secondary institution? ○ Yes ○ No

If yes, please list your school and major:

|  |  |
| --- | --- |
| School Name | Expected Graduation |
| Major(s) | Minor(s) |

If you are not currently a student, please provide information on past education/training:

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Major | Degree or Diploma | Year |
|  |  |  |  |
|  |  |  |  |

Please provide information about your employment history, starting with your most recent job:

|  |
| --- |
| Company Name |
| Telephone |
| City, State |
| Date Started Date Ended |
| Name of Supervisor    May we contact? ○ Yes ○ No |
| Responsibilities |
| Reason for leaving |
| Company Name |
| Telephone |
| City, State |
| Date Started Date Ended |
| Name of Supervisor    May we contact? ○ Yes ○ No |
| Responsibilities |
| Reason for leaving |

How did you hear about the ACES program?

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What interests you most about becoming a Team Leader with the ACES program?

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List all previous experience involving children/youth:

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Team Leaders are responsible for their transportation to and from the ACES office and after-school program site.

I will arrive at the ACES site via: ○ Bus ○ Car ○ Carpool ○ Other

Please let us know if you speak a second language \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ○ basic ○ conversational ○ fluent

**References**

List two professional references. A representative from ACES may contact either or both of your references.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | | Name | |
| Job Title | | Job Title | |
| Phone | Email | Phone | Email |

I certify to the best of my ability that the information provided on this application is true. I understand that false information given on this application or during the accompanying interview may eliminate me from consideration for the Team Leader position. I understand that ACES completes criminal background checks on all individuals hired for the Team Leader position. I further agree that, upon joining ACES, I will conform my conduct to the rules and expectations of the ACES program.

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Signature Date

**Disability Clause**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history of record of such an impairment or medical condition

Disabilities include, but are not limited to:

* Blindness
* Deafness
* Cancer
* Diabetes
* Epilepsy
* Autism
* Cerebral Palsy
* HIV/AIDS
* Schizophrenia
* Muscular Dystrophy
* Bipolar Disorder
* Major depression
* Multiple Sclerosis (MS)
* Missing limbs or partially missing limbs
* Post-Traumatic Stress Disorder (PTSD)
* Obsessive Compulsive Disorder
* Impairments requiring the use of a wheelchair
* Intellectual disability

Please check one of the following boxes below:

○ YES, I have a disability (or previously had a disability)

○ NO, I do not have a disability

○ I don’t wish to answer

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Signature Date