



Assistant Team Leader (ATL) Job Description

This position is ideal for a highly organized, driven, and enthusiastic Youthlinc Service Year alum 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 first year humanitarian 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 60 hours of local service with minimally 20 hours at a Main Service Site.
- 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.
- ATLs will help Alum Leaders facilitate group discussions in team meetings.

3. **Collaborate with Team Leader:** ATL's will work alongside the Team Leader throughout the year completing tasks assigned by the Team Leader to ensure the team runs as smoothly as possible throughout the Service Year.

4. **Impact Modules:** ATLs will complete monthly Impact modules to help facilitate discussions in team meetings.

5. **Oversee Social Media:** ATLs will run the team Instagram account throughout the Service Year and in country. This includes posting content locally to engage the team (such as weekly spotlights, cultural awareness posts, and team reminders.) Internationally ATLs will post daily to prominently feature all team members and travel updates.

6. **Youthlinc Ambassador:** As a Youthlinc ambassador. ATLs are required to provide 30 new contacts interested in the Service Year. These can be acquired by presentations, social media or personal invites, and ATLs will help to encourage high school and/or college students to apply to the Youthlinc Service Year.

Additional Responsibilities: ATLs must work with the Service Year Director and Team Leader for **2 hours** each week. ATLs attend a monthly team leadership meeting. ATL/Team Leaders will be assigned weekly tasks by the Service Year Director to complete.

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 participant in the Youthlinc Service Year.

Stipend: ATLs will receive a \$1,200 sponsorship that offsets the cost of their Youthlinc international service experience. This stipend will be paid out monthly based upon completion of weekly tasks. It should be noted that they are still required to pay the balance of the total cost of the trip.