

2022-2023 ECLIPSE Team Leader Position Description

About ECLIPSE

Early Childhood Literacy Intervention Program, Services and Evaluation – ECLIPSE- is an early intervention program that works with preschool aged children between three and five years of age to help prepare the children to enter school ready to learn. We do this by pairing college students with children to provide one on one interactions and support in their learning.

About the Position

The team leader prepares a team of Corps members to provide educational activities to young children and families. Responsibilities include planning and implementing effective ECLIPSE sessions, facilitating team meetings, and coaching Corps members to use developmentally appropriate practices with young children. The team leader plays a variety of roles, including coach, trainer, observer, and administrator, and is essential to making ECLIPSE a high-quality program. The ECLIPSE team leader position is open to ECLIPSE Corps members and alumni who have completed at least one year of service. In some cases, it is also open to undergraduate or graduate students who have early childhood education backgrounds and can serve in a team leader role.

Team leaders serve **300-hour** terms.

This commitment represents the investment that ECLIPSE believes will make a substantial impact in the life of a young child. This position also represents the investment that ECLIPSE has in mentorship and building a collective feeling of community within the Corps.

Team Leader Responsibilities

School Success

- Lead planning sessions and model implementation of ECLIPSE materials/activities each week, collaborating and communicating planned activities with classroom teachers
- Support ECLIPSE's ongoing assessment efforts
- Build strong relationships with preschool staff
- Ensure high-quality service delivered to children by Corps members

Family Involvement

- Assist Corps members in developing strong relationships with children's families
- Model appropriate interactions with children's families
- Ensure that all Corps members communicate regularly with families and develop alternative means of communication (notes, newsletters, etc.) to support Corps members' relationships with families

Team Building

- Support school year start-up, including Corps member recruitment and orientation, and training
- Deliver various Corps member trainings and facilitate ongoing reflection during ECLIPSE meetings
- Encourage Corps members to document ECLIPSE children's progress through use of School Readiness Outcomes and supporting anecdotes.
- Participate in all ECLIPSE Corps member orientation and training and additional team leader trainings and meetings

Community Engagement

- Lead team during service days and other service events
- Represent ECLIPSE at partner early childhood center and other community meetings
- Model professionalism

Communication and Administration

- Participate in weekly team leader meetings with site staff
- Serve as communication link between site staff and Corps members
- Manage administrative tasks such as Corps member and child attendance and other documentation

Time Commitment

- Serve 11-14 hours per week during the school year including:
 - 7-10 hours per week working with one – two children in the preschool classroom during the regular school day, focusing on language, literacy, social and or numeracy skills and assisting team members
 - 1 – 2 hours per week, team planning meetings, which include planning, reflection, and/or training
 - 1-2 hours per week, weekly meetings with team leaders, volunteer coordinators, program director, and site staff
- Participate in pre-service and ongoing trainings
- Attend periodic service days, often held on weekends
- *Additional activities in support of ECLIPSE's organizational priorities, on an as-needed basis*

Qualifications and Experience

Team-building experience

- Ability to lead a team of diverse Corps members to effectively plan and implement ECLIPSE sessions and various program elements
- Strong communication and collaboration skills, including the ability to facilitate meetings and trainings
- Experience in a leadership role, preferably with college students
- Effective organizational skills

Early childhood knowledge and practice

- Experience working in an early childhood setting and/or knowledge of early childhood development
- Ability to coach Corps members in working effectively with children and families

Commitment to service

- Community service experience
- Ability to work with people from diverse backgrounds
- Ability to fulfill a yearlong community service commitment
- Enthusiastic and positive attitude toward helping others

Professionalism

- Dedication to ECLIPSE's mission and program goals
- Willingness to represent ECLIPSE to outside groups
- Ability to work with people from diverse backgrounds
- Maturity and good judgment in relating to ECLIPSE peers, partners, and families
- Availability, dependability, and willingness to be flexible
- Ability to work well collaboratively
- Ability to solve problems through open-minded creative thinking
- Enthusiastic and positive towards helping others

Compensation and Benefits

- Potential to earn Work-Study award during term of service
- AmeriCorps Segal Education Award upon completion of service term (\$1,374.60)
- Extensive training in the field of early childhood education and leadership development
- Invaluable opportunity to make a difference in the lives of young children

[UWEC ECLIPSE Web Site](#): for more information and to complete a returning member application