



Teen Learning Wizards

Staff Volunteer Role Title: Program Lead

Description: A Program Lead (PL) is an integral part of TLW. Their primary responsibility is to host Learning Sessions and serve as content experts in their subject areas. In the situation that a mentor has difficulty with a particular assignment/homework problem, the PL will be able to assist and resolve any uncertainty. Additionally, all PLs will be well equipped to communicate with parents, mentors, and mentees in order to run effective Learning Sessions.

The PLs will complete any additional tasks/duties delegated as needed. In the event a Program Lead receives objectives/directives from the Co-Presidents, the PL will outline a set of tasks to fulfill the objective. The SMART goal setting method (Specific, Measurable, Attainable, Reasonable, Timely) shall be utilized.

Duties/Responsibilities include but are not limited to:

- ❖ Lead in the Tutoring-In-Person (TIP) program for the subjects they are interested in
- ❖ Communicate effectively with parents, mentors, and mentees
- ❖ Be an expert in his/her subject areas
- ❖ Respond diligently to all emails
- ❖ Serve as a Chapter Lead for their geographical area and lead their chapter
- ❖ Other tasks as requested by the Co-Presidents or Director of Program

Qualifications:

- ❖ Have demonstrated academic success via transcripts
- ❖ Strong supervisory, interpersonal, and conflict resolution skills
- ❖ Communicate effectively with parents, mentors, and mentees
- ❖ Be an expert in his/her subject areas

Education and Experience:

- ❖ MUST be a current Freshman, Sophomore, Junior, or Senior in an accredited high school or college

Time Commitment: ~3-4 hours/month

Do not feel overwhelmed by the stuff above! The PL will be trained on how to complete all of the above. If you have any questions, please email tlwdirector@gmail.com

[Click here to Access the Application](#)

www.teenlearningwizards.org