

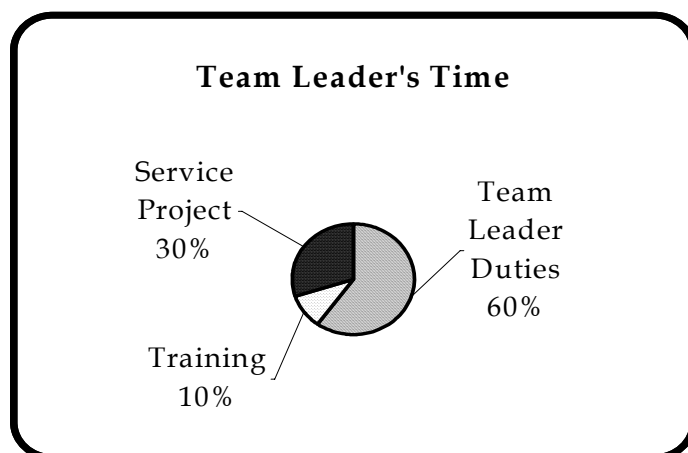
THE MONTANA CAMPUS COMPACT

Campus Corps Team Leaders

For several years, the Montana Campus Compact Campus Corps program has been relying on Team Leaders to anchor the work of campus-based AmeriCorps Teams. When used appropriately, the presence of a Team Leader has been very successful, resulting in decreased attrition, increased support for Member Development, and achievement of project objectives. The following information will assist campuses in best utilizing the Team Leader resource. It will also help Team Leaders to better understand the vital role they play on their teams.

GENERAL INFORMATION ABOUT TEAM LEADERS

- Team Leaders serve a minimum of 1700 hours in one year. This is substantially more time per year than the other part-time members.
- Campuses may request at least one Team Leader to work with Campus Corps members. In some cases, more than one Team Leader may be requested to support large teams.
- Team Leaders do not act as supervisors, but they do provide leadership to service projects and assist other team members in completing their service assignments.
- Team Leaders should *not* be students, due to the intensity of their service commitment (full-time). We recommend recruiting recent graduates from your campus to serve as Team Leaders or former AmeriCorps members who want to serve an additional term.
- Team Leaders receive additional training and support from program staff.
- Team Leaders may not devote more than 30% of their time to serving on a specific service initiative. The graph below illustrates the preferred breakdown of responsibilities for Team Leaders.



ENCOURAGED ACTIVITIES FOR TEAM LEADERS

Based on the graph, Team Leaders may perform the following activities to comprise the majority of their service hours. Examples of activities in each of the three areas are provided:

◆ Team Leader Duties- 60%

Coordination:

- ✓ Organizing team meetings
- ✓ Coordinate logistics for trainings (i.e. travel arrangements for the team)
- ✓ Coordinating team service projects (i.e. Make-a-Difference Day, MLK Jr. Day of Service)

Member Development and Project Support:

- ✓ Assisting other team members with their projects
- ✓ Connecting team members to other campuses working on similar projects (i.e. facilitating peer exchanges)
- ✓ Assisting members with Quarterly Progress Reports
- ✓ Providing training/ technical assistance to team members (i.e. Meeting Management, Volunteer Management, Team Building activities)
- ✓ Ensuring reflection opportunities are offered
- ✓ Assisting team members with career development
- ✓ Identifying resources to assist team members (i.e. National Service Resource Center, Montana Campus Compact Resource Center)
- ✓ Monitoring team dynamics and conflicts
- ✓ Offering support, encouragement, and guidance to team members (i.e. one-on-one meetings, recognition)

Other Duties:

- ✓ Communicating regularly with Campus-Based Supervisor for advice, support, and direction
- ✓ Providing input, feedback, and strategy for upcoming projects
- ✓ Contributing to the member listserv
- ✓ Working to develop community partnerships and strengthening systems for engaging volunteers
- ✓ Assisting with record keeping of projects (i.e. binders, disks, pictures)

◆ Training- 10%

- ✓ Fall Team Leader Training
- ✓ Fall Member Orientation and Training
- ✓ Winter Team Leader Training
- ✓ Trainer Toolbox Series
- ✓ Spring Team Leader Training
- ✓ AmeriCorps All-Member Gathering
- ✓ Student Training Institute
- ✓ As-needed from MTCC staff

◆ Service Project- 30%

On some campuses, Team Leaders may be assigned their own service project to work on. The project would include its own set of project objectives, approved by headquarters during the RFP process (November- December). Team Leaders may not spend more than 30% of their time on any project that does not directly involve other members from the team.

PROHIBITED ACTIVITIES FOR TEAM LEADERS

In addition to those activities prohibited for all AmeriCorps members (fundraising, lobbying, working with for-profit organizations, voter registration, proselytizing, etc...), Team Leaders may not engage in any of the following activities:

- ⇒ signing member timesheets
- ⇒ evaluating AmeriCorps member performance (does not include participation in a “peer review” process guided by the Campus-Based Supervisor)
- ⇒ disciplining AmeriCorps members
- ⇒ enrolling/dismissing AmeriCorps members
- ⇒ writing and/or signing Campus-Based Supervisor Progress Reports
- ⇒ managing the campus-based program’s payroll and budget