



By The Hand Club is a Christian, after-school program that emphasizes academic excellence while nurturing the whole child – mind, body and soul. Located in Chicago's most under-resourced neighborhoods, By The Hand helps children have an abundant life. The culture of By The Hand Club is Christ-centered, people-focused and results-oriented. While loving and nurturing, By The Hand Club has results-orientation, structured program, and growth mindset that believes with hard work we can all continue to learn and grow.

By The Hand is a not-for-profit, religious organization. Individuals employed by By The Hand are working in ministerial roles and perform all or some of the following responsibilities: sharing the gospel, teaching chapel, leading Bible studies, discipling students and modeling behavior that is consistent with Christ's teaching.

Position Title: Apprentice Team Leader, Part-Time

Overview of Position

Team leaders are responsible for leading and providing direct care to a team of 22 students, helping them achieve established goals for mind, body and soul. This position is responsible for leading programming four days a week, engaging students in a variety of blended learning activities, providing academic support, giving spiritual mentoring, and serving both children and families in a variety of other capacities. This position requires a driven and compassionate leader with a desire to serve youth in under-resourced neighborhoods.

There are two levels of team leaders in By The Hand, master and apprentice. An apprentice team leader has the same responsibilities as a master team leader. The primary difference between an apprentice and a master team leader is the experience with managing students in a classroom setting, the education level and the individual's evaluation during his or her practice teach. Apprentice team leaders are new to, or in the early stages of working with students in a classroom setting. Under the mentorship of a master team leader, apprentice team leaders develop their teaching and classroom management skills.

Essential Job Functions

- Works in a way that is consistent with the vision, mission, and culture of By The Hand Club and ensures excellence in every aspect of the overall operation
- Ensures overall targets for achievement are met with an emphasis on academic and spiritual progress, attendance, and retention for all students on the team
- Completes and implements quarterly progress reports for each child to help him/her grow in all areas of development—mind, body and soul
- Visits the homes and teachers for each child and completes all required forms in a timely manner
- Works to build positive relationships with both parents/guardians and teachers to ensure the best overall care for each child
- Plans and leads enrichments for students during the week
- Consistently implements new ideas and strategies to engage students in learning and encourage each child to do his/her best
- Participates in leading chapel by teaching lessons, leading worship and/or other activities
- Attends training sessions throughout the year designed to strengthen classroom management, blended learning techniques, skills in reading instruction and related areas
- Seeks independent learning opportunities to continue to grow in his/her skills as a team leader
- Ensures each child has his/her homework completed during programming
- Disciplines students and provides strong spiritual mentorship one-on-one, or in small groups
- Spends time with students outside of programming including field trips, hosting sleepovers, etc.
- Implements feedback from manager to continuously improve in his/her practice of working with students

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.



Apprentice Team Leader Qualifications

- At least two years of college
- Limited experience, e.g., one year or less, teaching elementary or middle school age children in an urban environment
- Models biblical principles
- Member of a Bible-believing church or an active participant in a Bible-believing church
- Personal, saving relationship with Jesus Christ
- Proven ability to work under tight deadlines and multi-task effectively
- Passion and commitment for urban student transformation
- Demonstrated strong relationship building skills with children and adults

Student Metrics

- 100% of students have a personal and saving relationship with Jesus Christ
- 100% attend and are involved in a local church
- 80% or better attendance
- 80% or better retention
- 100% home and school visits completed
- 75% passing all of their classes at school, preferably making ABCs
- 100% eye and dental exams, and follow up with team leaders
- 75% meeting or exceeding standards on standardized tests

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopies, filing cabinets and fax machines.

Physical Demands

This role may require you to move equipment from room to room and lift up to 15 pounds.