

May 1, 2019

Dear Potential *Madrichim* and families,

We are pleased to share with you an exciting new vision for our thriving Madrichim program at PTBE. This past year we had a record number of middle and high school students in our classrooms, and we were so grateful for their invaluable service. We also heard directly from our teens a desire for more hands-on mentorship, deeper skill-building and professional training, and more time for peer connection. With that in mind, we are thrilled to offer a pilot PTBE Madrichim Fellowship to enhance teens' experience both inside and outside the classroom.

This inaugural Fellowship will offer our Madrichim monthly skill-building workshops designed to help teens feel successful in first jobs, Jewish summer camp positions, classroom and peer settings, and in Jewish community involvement over a lifetime. Please read below for important information about next year's Madrichim program, including timing, location, and curricular goals.

**Eligibility and Logistics:**

\*The PTBE Madrichim Fellowship pilot program will be offered to first and second year (8th/9th grade) madrichim as a required training to participate and receive a salary as a classroom assistant. The fellowship will be offered optionally to older students looking for deeper skill building and community, but not required.

\*Fellows will participate in 9 special Fellowship meetings throughout the year, from **11:45-1pm** on predetermined monthly Sundays after Rishonim. Each meeting will include a social pizza lunch, informal check-in, and a workshop that helps enhance their skills in the classroom, and beyond.

**Curriculum and Content**

Clergy, our Youth Director, and guest educators will share facilitation of different learning components of the fellowship. In addition to a start of the year half-day retreat to build community and introduce the fellowship, madrichim will engage on the following topics throughout the year:

- \*The Torah of Leadership with Rabbi Dennis
- \*Tools and Tips for Working with Young Kids
- \*Conflict Resolution and Troubleshooting in the Classroom
- \*How to Create your Own Lesson/Elective
- \*Basic Safety Certification
- \*Hebrew Tutoring 1:1
- \*Working with Kids with Special Needs
- \*Taking your PTBE classroom skills out into the world!

**Mentorship:** Within the classrooms, 8th grade/first year Madrichim will be paired with an older, more experienced Madrich(a) as an informal mentor. We will encourage these mentor

relationships with pizza lunches and reimbursements for social engagements (like froyo) throughout the year. All madrichim will also have biannual 1:1s with Rabbi Laura and our incoming Youth Director for personal support and feedback.

**Compensation:** Madrichim will be paid per semester on the condition of participating in the fellowship and according to how many classroom hours they earn.

8<sup>th</sup> - 12<sup>th</sup> graders will receive a wage of \$6.50, \$7.50, \$8.50, \$9.50, or \$11 respectfully per hour. Fellows will also receive a letter of recommendation from all of the clergy upon completion of the Fellowship, and will get priority for all additional madrichim and paid temple opportunities as high school students.

**Fellowship Tuition:** Families will pay \$250 to cover cost of leadership curriculum, program materials, food, sweatshirts, retreat, and other related costs. Please be in touch if you need financial assistance to cover this cost.

**Next Steps and Registration:**

Applications for our 2019-2020 Madrichim Fellowship will be available for interested 8th-12th graders at [www.ptbe.org](http://www.ptbe.org). Eligible applicants will sign up to interview with our Education team throughout the Spring and Summer. As always, feel free to be in touch with your clergy by phone or email with any questions and concerns.

**Fellowship Workshop Dates: (Subject to minor changes with advance notice.)**

Orientation: Sunday August 25<sup>th</sup> 9-1pm

Fellowship Meeting #1: September 8<sup>th</sup>

Fellowship Meeting #2: October 27<sup>th</sup>

Fellowship Meeting #3: November 3<sup>rd</sup>

Fellowship Meeting # 4: December 8<sup>th</sup>

Fellowship Meeting # 5: January 12<sup>th</sup>

Fellowship Meeting # 6: February 2<sup>nd</sup>

Fellowship Meeting # 7: March 1<sup>st</sup>

Fellowship Meeting #8: April 19<sup>th</sup>

Final Fellowship celebration: May 3<sup>rd</sup>

## Madrichim Job Description

Thank you for your interest in PTBE's *Madrichim* Program. Please be sure to read this document carefully so that you understand the responsibilities and expectations involved in being a *madrich/madricha*.

By becoming a *madrich(a)* you agree to:

- **commit to helping** your teacher or staff person at all times. Teachers and staff count on your support. Being a *madrich(a)* means being committed to listening and responding to the needs of teachers and staff.
- **support the students** by seeking out situations in which you can help them. Many students will need extra help in the classroom, while others will work better independently. Remember to support the interests of the students at all times.
- **actively participate** in Education Programs programming. As a *madrich(a)* we hope you will be enrolled in the teen programs, SMRTY, and participate in the activities that are planned for your grade level. We hope you will actively participate in and support special events such as the Purim Carnival and help work retreats, Community dinners and Shul Ins.
- **show up awake and on time.** You must arrive 15 minutes prior to the beginning of the program. Meet with your teacher and use these 15 minutes wisely.
- **be in *T'filah* on time, and please model appropriate prayerful behavior.** Every minute that you are here is a teaching opportunity. Singing, praying, and following along in the prayer book sets an example for others to follow.
- **find a substitute** at least 3 days in advance of your absence. If you are going to be absent, you must 1) find a substitute from the substitute list provided by the temple, 2) alert your teacher or staff person by phone or email at least 3 days in advance of your absence, and 3) alert our Youth Director and Rabbi Laura.
- **Sign-in** upon arrival on the sign-in sheet in the Teacher's Lounge.
- **Stay off your cell phones** during your programs. Please keep them in your car if they are going to be a distraction to you.
- **Remember to have fun** – the students in our programs are look up to you and watching everything you do. If you are having fun, they will too!

Please fill out the application below and return to Rabbi Laura or Rabbi Lisa. We will contact you for an interview in the coming weeks!

## Madrichim Application 2019-2020

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

School attending in Fall 2019: \_\_\_\_\_

**Have you served as a madrich(a) before? Years served?**

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**Why are you interested in becoming a Madrich/a? What do you hope to learn?**

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**What skills and/or experiences do you have that qualify you for this position?**

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**What are some things you like/appreciate about being Jewish and Judaism that you want to help younger kids learn?**

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**What do you appreciate/like about Judaism and being Jewish that you would want to pass on to younger students?**

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**Please rate your Hebrew Skills on a scale from 1-5**

Alef-Bet and Vowels - \_\_\_\_\_

Reading Basic Hebrew prayers - \_\_\_\_\_

Reading Advanced Hebrew Prayers - \_\_\_\_\_

## Do you play an instrument and/or are you interested in songleading?

Please rank the position that interests you and your top **three to five choices** according to preference (1=most desirable, 2=next, etc.).

Day and Time	Assignment	Rank
<b>RISHONIM</b> Sundays 9:30-11:30 a.m. Please keep in mind that you are expected to come 10 min early and you may need to help clean-up after class.	Kindergarten	
	1 <sup>st</sup> Grade	
	2 <sup>nd</sup> Grade	
	3 <sup>rd</sup> Grade	
	4 <sup>th</sup> Grade	
	5 <sup>th</sup> Grade	
	Office*	
	Songleading	
<b>KTANIM Family Program for pre K-2nd Grade</b> One Sunday per month 4:00 - 6:00 p.m. (includes Dinner)	Pre K-2 <sup>nd</sup> Grade	
	Songleading	
<b>HEBREW- Sunday</b> Sundays 8:20-9:25 a.m. and/or 11:40 a.m.-12:45 p.m. Plan on arriving 10 minutes before class begins.	Hebrew – 8:20-9:25 a.m.	
	Hebrew – 11:40 a.m.-12:45 p.m.	
<b>HEBREW - Wednesday</b> Wednesdays 3:45-4:50 p.m. Plan on arriving 10 minutes before class begins.	3rd Grade	
	4 <sup>th</sup> Grade	
	5 <sup>th</sup> Grade	
<b>KESHER - Wednesday 4:50-6:00 p.m.</b> Weekday experiential Program for 3 <sup>rd</sup> -5 <sup>th</sup> Graders		

\*Office position includes photocopying, filing, mailings, collecting *Tzedakah*, attendance, snack, assisting educator, etc.

**Please complete this form and return it to Rabbi Laura or Rabbi Lisa  
NO LATER THAN May 28, 2019. Placements will be completed by August.**

**Save the date for Orientation Sunday, August 25**