

April 25, 2018

Dear Potential *Madrachim* and Parents,

PTBE is fortunate to have teenagers who are active participants in our congregation and who model Jewish values for our younger students. *Madrach/a* means “guide.” *Madrachim* are 8th – 12th grade students who help our teachers to guide our K – 5th graders in their Judaic and Hebrew studies, and in modeling what it means to be a *mensch*. *Madrachim* form an invaluable support network and provide extra hands, eyes, and ears for our teachers. *Madrachim* serve our education programs in a myriad of ways: sharing a story with the children, helping out with an art project, walking a sick child to the office, helping teachers, tutoring a student in Hebrew, hanging out with children during break time, and participating with the children as they learn new songs or attend services.

In order to participate, potential *madrachim* must:

- Be in 8th – 12th grade
- Complete the enclosed application form
- Attend a *madrachim* orientation before the start of the school year on August 26, and ongoing *Madrachim* training sessions throughout the year

We value the time that our teens give to the temple. *Madrachim* will be compensated as follows:

- 8th - 12th graders will receive a wage of \$13, \$15, \$17, \$19, or \$22 respectfully per session.
- If you would like to apply your *madrachim* hours to school community service requirements instead of being paid please be in touch with Sarah Van Zanten.

Important dates to note:

Application deadline = May 28, 2018

Interviews with Sarah Van Zanten = TBD

***Madrachim* Orientation = August 26, from 11:00 – 1:30**

Please note: We often have more *Madrachim* candidates than positions. While we will do our best to match the candidates’ skills and availability to the needs of the program, we regret that not all candidates will receive a position or their first choice. Please consider adding your name to the substitute list. We especially encourage you to apply for our Wednesday Hebrew positions. Students in higher grades will have priority for placement. There will be 2-3 additional trainings/meetings scheduled throughout the year as well.

I look forward to receiving your application. If you have any questions, please feel free to contact me. We plan on making class assignments before June, though there may be adjustments made throughout the summer. The assignment list will be finalized in late August or early September.

L’shalom,

Sarah Van Zanten

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. Appropriate behavior is expected, and will be emphasized by teachers and staff.
- **actively participate** in Education Programs programming. As a *madrich(a)* we hope you will be enrolled in the teen Wednesday Night Program 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 Sarah Van Zanten and Rabbi Lisa Kingston.
- **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. The only time they should be out is if Sarah Van Zanten has asked you to take pictures of a special activity you are doing!
- **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!

Peninsula Temple Beth El Education Programs
***Madrichim* Application 2018-2019/5779**

Name: _____

E-mail address _____

Home phone: (____) _____ Cell phone: (____) _____

Address: _____ City: _____ Zip code: _____

Name of School you are attending: _____ Grade (Sept. 2018): _____

Have you previously served as a *Madrich(a)* _____

If so, in what programs have you worked and with what grades?

Why are you interested in a *Madrich(a)* position? If you have been a *Madrich(a)* before, what have you enjoyed most about the program? _____

What skills and/or experiences do you have that qualify you for this position? If you have been a *madrich(a) before*, what is it that you contribute to the classroom? What have you learned from this experience and how might you seek to improve in your role as a *madrich(a)*?

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

HEBREW

Please self-evaluate your Hebrew background according to the following categories: Strong, Average, Below Average

- *Alef-Bet* and Vowels (familiar with all letter and vowel sounds) _____
- Reading Basic Hebrew prayers (*Barchu, Shema, Michamocha, Yotzeir Or*) _____
- Reading Advanced Hebrew prayers (*V'ahavta, Avot, morning blessings*) _____

Would you like to assist in a Hebrew class? WE NEED HEBREW *MADRICHIM*! ☺

MUSIC

Are you interested in Songleading? (Leading Music and Prayer for *Rishonim*) _____

Do you play an instrument? If so, which one(s)? _____

Madrichim Scheduling Form

Are you available to work (please check all that apply):

- Sunday morning Hebrew (8:20-9:30am) _____
- Sunday morning *Rishonim* (9:30-11:30am) _____
- Sunday afternoon Hebrew (11:40-12:45pm) _____
- Sunday afternoon *K'tanim* (1x/month 4:00-6pm) _____
- Wednesday afternoon *Kesher* (3:45-4:55) _____
- Wednesday afternoon Hebrew (4:55-6pm) _____
- Friday Evening Shabbat (1x/month 5:45-approx 8pm) _____
- Are you able to be on the substitute list? (for which days?) _____

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
<i>RISHONIM</i> Sundays 9:30-11:30 AM 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 st Grade	
	2 nd Grade	
	3 rd Grade	
	4 th Grade	
	5 th Grade	
	Office*	
	Songleading	
<i>K'TANIM Family Program for pre K-2nd Grade</i> One Sunday per month 4:00 - 6:00 pm (includes Dinner)	Pre K-2 nd Grade	
	Songleading	
<i>HEBREW- Sunday</i> Sundays 8:20-9:25 AM and/or 11:35 AM-12:40 PM Plan on arriving 10 minutes before class begins.	Hebrew – 8:20-9:25 AM	
	Hebrew – 11:35 AM-12:40 PM	
<i>HEBREW - Wednesday</i> Wednesdays 4:55-6:00 pm Plan on arriving 15 minutes before class begins.	3rd Grade	
	4 th Grade	
	5 th Grade	
KESHER - Wednesday 3:45-4:55 pm Weekday experiential Program for 3 rd -5 th Graders		

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

**Please complete this form and return it to Sarah Van Zanten
NO LATER THAN May 28, 2018. Placements will be completed by August.
Save the date for orientation on August 26.**