



## Peer Leader Job Description

**Team Read Peer Leaders** are **essential** teen leaders who build community, support the Ambassador program, and model tutoring behaviors while coaching their assigned student reader. Peer Leaders must be comfortable and confident speaking in front of their peers to lead large group activities and debriefs and make announcements. Peer leaders must have been a reading coach for at least 1 semester, with preference given to coaches with more experience.

### Responsibilities

#### Daily Sessions

Facilitate coach community building, and tutor a student reader:

- Learn and refer to all coaches by name, making everyone feel welcome
- Develop supportive relationships with coaches to create a rewarding job environment for teens and a positive learning environment for readers
- Communicate regularly with your Site Coordinator & Site Assistant to divide responsibilities
- Provide support to new coaches who come in during the year, as needed
- Facilitate daily announcements at the start of session before students arrive
- Perform all responsibilities detailed in the “Reading Coach Job Description”

While student readers dismiss, in collaboration with the Site Assistant & Site Coordinator:

- Facilitate coach debrief at the end of each session during student reader dismissal to build community, ask and answer questions, make announcements, discuss coaching and give each other feedback and support:
  - Ask thought provoking questions to encourage coaches to:
    - reflect on their day and learn from one another
    - set and monitor goals and areas for growth for themselves and student readers
  - Ensure participation from all coaches in daily debriefs
  - Lead “shout outs” and celebrations of student readers, coaches, and staff
  - Lead the introduction of the Game of the Month to coaches

#### Ongoing Program Development

- Attend monthly Ambassador program meetings, bringing both your personal thoughts and feedback and insight from your program location to the discussion each month
- Actively recruit coaches from your site to attend monthly Ambassador meetings
- Assist Team Read with recruitment at area high schools (particularly the Peer Leader’s school)
- Proactively support Team Read by providing program feedback to Team Read staff
- Attend Site Staff trainings/meetings (three per year)

#### Coaching and Growth for this Position

- Regular communication with Site Coordinator and Team Read staff
- Focus on an area of strength and area for growth self-identified each semester