



## **Madrichim Program 2020-2021**

**Please read entire program description before filling out application.  
The application is due August 15, 2020.**

The Madrichim Program provides an opportunity for 8<sup>th</sup>-12<sup>th</sup> graders to contribute to the Temple Beth Ami community while working to strengthen and enhance their leadership skills and Jewish identity. Madrichim are an integral part of Machane TBA, the religious education program at Temple Beth Ami. Teens work as classroom and enrichment assistants, help in the office, work with diverse learners and act as tutors. Some positions enable you to earn SSL hours and there are a limited number of paid positions.

### **Benefits of the Program**

#### **Leadership**

Madrichim develop valuable skills such as: leadership by mentoring and tutoring young students, positive role-modeling, classroom management and building strong relationships with faculty and students.

#### **Resume/College Application Builder**

College admissions and potential employers look highly upon long-term commitment to a single institution. Demonstrated commitment to the Madrichim program is a great addition to a college application or resume.

#### **Payment for Work**

Students are eligible for financial compensation, after service as an intern in the program for **at least one year**. You must be in 9<sup>th</sup> grade and 14 years old to be eligible for a paid position, however there are a limited number of paid positions.

#### **Pay Rate for 2020-21**

**\$10.10/hour**

#### **Student Service Learning Hours**

Some activities **may** count towards SSL hours if a madrich/a does not get paid such as: *tzedakah* programs and assisting Primary students (PreK-2<sup>nd</sup> grade). Madrichim in our inclusion program, called Atzma'im (meaning independence), may also be eligible for SSL hours. **We cannot guarantee your school will accept your SSL hours.**

#### **Important Contact Information**

**Lori Fein**, Madrichim Supervisor: [ljf@bethami.org](mailto:ljf@bethami.org) Cell: 240-447-9912  
Office: 301-340-8335

**Jen Smith**, Office Manager: [jsmith@bethami.org](mailto:jsmith@bethami.org) Office: 301-340-8335

# Madrichim Job Requirements & Instructions

Lori Fein - Madrichim Supervisor: [ljf@bethami.org](mailto:ljf@bethami.org) cell: (240) 447-9912

Madrich (male) and Madricha (female) are the Hebrew words for guide. Madrichim (plural) are invaluable role models and mentors to our students and assistants to the Machane staff. Your behavior should reflect that of a leader and NOT of a student.

## 1. Arrival

Madrichim must arrive 15 minutes prior to start of class, at 8:45am on Sunday. If you are late after receiving a warning, your pay or SSL hours will be adjusted to reflect the time worked. **This year, you will be responsible for signing yourself in at the Machane office when you arrive.**

## 2. Phones

All phones must be placed in a basket when you check in at the Machane office. If you need to make a phone call, please use the phone in the Machane office.

## 3. Absences

**Please give notification of a planned absence as far in advance as possible.** Madrichim should notify the teacher(s) with whom you work and Lori Fein, Madrichim Supervisor. Madrichim will receive faculty contact information at the beginning of the year so that you can contact teachers directly. In the event of an unexpected absence such as an illness or family emergency, call/text the Madrichim Supervisor as soon as possible, even if it is late at night or early in the morning. **Madrichim should consider this role as a professional responsibility and make a consistent commitment to attend. Please note that attendance records and failure to notify of absences determine eligibility for future employment in the Madrichim Program. Continual poor attendance can result in reevaluating your position and possible dismissal.**

## 4. Madrichim Breakfast Break on Sunday

**We provide bagels for madrichim in the Youth Lounge during break time from 10:30-11:00 am. Madrichim in the Primary Dept. (PreK-2<sup>nd</sup> Grade) may get a bagel after you are done at 11:00 am. Please DO NOT take bagels from the staff resource room prior to class.**

If you are working in the Atzma'im (inclusion) program, you may be required to spend break time with the student you are assisting. In that case, you can have the student accompany you as you get a bagel and then spend the break with the student. Ask the Inclusion Specialist, Heather Walter or Madrichim Supervisor, Lori Fein for assistance if needed.

## 5. Mandatory Madrichim Training

The Machane staff values your assistance so we have **3 mandatory meetings** to enhance your skills, provide information updates and offer opportunities to socialize with other madrichim. These sessions are unpaid.

**Opening meeting date: Sunday, September 13, 2020 from 2:00-3:30pm. Snack will be provided**  
**Other meeting dates are: Sunday, Jan. 24 & Apr. 25 from 12:35-1:15pm Pizza will be provided**

## 6. Appropriate Attire

Please wear the Madrichim t-shirt we provide or a TBAHigh shirt with jeans, (no shorts or sweat pants), to maintain a professional appearance. Leggings and joggers are acceptable. Wear clothing appropriate for a religious school setting that covers your abdomen and undergarments.

# Madrichim Job Description

You are expected to arrive 15 minutes prior to the start of the class session.

## **Madrichim Sessions available:**

**Most Madrichim work sessions begin at 8:45 am, 15 minutes before the official start of class.**

During this time, Madrichim assist the teacher with set up and welcome students to class. At the end of class, please assist during dismissal.

PreK-2<sup>nd</sup> grades (Primary Grades) meet on Sunday during the first session only (8:45-11:00 am). There are a limited number of positions in these classes.

3-6<sup>th</sup> Grade Madrichim stay for both sessions from 8:45 am-12:30 pm.

## **Madrichim Positions**

Preference will be given to Madrichim who are available to work all sessions for each position.

- Primary Class Assistant (PreK-2<sup>nd</sup> Grade) – You should enjoy working with young elementary age children.
- Primary Enrichment (PreK-2<sup>nd</sup> Grade) – You assist and participate with Primary students in enrichment classes such as sports, art and music during second session until 12:30pm.
- L'mala (3-6<sup>th</sup> Grade) Upstairs Hebrew/Jewish Studies Block – You should be comfortable reading Hebrew.
- L'mata (3-6<sup>th</sup> Grade) Downstairs Experiential Block – You should be comfortable showing spirit (Ruach) during Tefillah/Shira (music) and participating in a more unstructured social environment.
- Art (Primary & 3-6<sup>th</sup> Grade) – You should enjoy setting up, assisting and cleaning up for art programs.
- Atzma'im-Inclusion Program – You should be comfortable working with students who have diverse needs
- Office Assistant – You should have good organizational skills and enjoy structured work.
- Photographer – You should have photography experience and be able to work independently.
- Katan Nursery Program – **You must arrive by 8:30 am on Sunday** and enjoy working with nursery age children.
- Technology Specialist – **You must arrive by 8:30 am on Sunday** and have good technology skills.

## **Junior Staff**

Madrichim in 9<sup>th</sup>-12<sup>th</sup> grades may have the opportunity to work during the 3rd-6th grade retreats and overnights. Junior Staff serve as role models, lead programs and create an exciting experience for our younger students.

## **Priority for Placement**

We are limited in the number of paid positions and may not be able to honor all Madrichim placement requests. Priority for positions will be made based on the following criteria:

1. Enrollment in the TBAHigh Program
2. Congregation member in good standing
3. Madrichim Attendance record from previous years & number of years of service
4. Your grade in secular school

**Madrichim will be notified of placements by Friday, Sept. 4**

**Our first mandatory meeting is on Sunday, September 13, 2020 at 2:00-3:30 pm.**

## Madrichim Compensation

### Paid Madrichim

1. Madrichim are required to be an intern for at least one full year. After your internship year, you **may** be paid if you are in 9<sup>th</sup> grade and are 14 years old, if paid positions are available. If you become a madrich/a mid-year, then the internship year begins from your start date and continues into the next school year.
2. **Eligible madrichim will be paid \$10.10 hourly.** You will not be paid for the break (10:30-11:00 am) if you work in the L'mala/L'mata departments, unless you are in the Atzma'im Program and working during the break with a student.
3. You will be paid by direct deposit every two weeks.
4. If you are being paid by Temple Beth Ami for the first time, return all forms to the Office Manager.
5. Machane TBA faculty and madrichim will complete evaluations mid-year and at year end to guide and assist you in working to your fullest potential.

### Student Service Learning Hours for Madrichim Internships

Based on Montgomery County Public School standards, SSL hours are given for service or learning benefitting the greater community, where membership is not required. Therefore, most of the Madrichim positions are not eligible for SSL hours. We can write letters of recommendation regarding students' commitment to our school. SSL hours **may** be given to unpaid Madrichim when they participate in a *tzedakah* project with their students, volunteer in the Atzma'im Inclusion program or in the Primary Department with PreK-2<sup>nd</sup> grade students.

**We do not guarantee that you will automatically be granted the SSL hours by your school or organization.** It is your obligation to make sure your volunteer hours meet the criteria set by the organization.

The process to attain MCPS SSL hours:

1. If unsure whether these hours will be accepted, **fill out the form to obtain prior approval.**
2. We will send you the MCPS SSL form each semester with the hours to submit to your school/organization.

**Click Below to Apply for the Madrichim Program by August 15, 2020**

<https://machanetba.wufoo.com/forms/znxpk5d1kxf9ef/>