**Learning and Exploring at Play (LEAP) – Session/CAT Coordinator**

**Job Description**

This student employment position is offered through the Rochester Center for Community Leadership (RCCL), which is part of the office of the Dean of Students in the undergraduate College at the University of Rochester. The mission of the RCCL is to educate students to become engaged citizens and leaders capable of creating positive social change in their communities. The LEAP Session/CAT Coordinator will report to the Community Service Graduate Assistant and the LEAP Coordinator.

LEAP engages undergraduate students in helping kindergarten through third grade students develop the language, literacy, math and social skills necessary to succeed in school. Tutors are paired individually with a partner child for the duration of the academic year, and spend time each Saturday working with their partner to develop these skills. While participating in LEAP, tutors are encouraged to develop teaching and leadership skills, new perspectives on education, awareness and interest in the Rochester community, and additional insight into their own paths and values. Tutors complete extensive training throughout the year to help facilitate these goals.

LEAP is committed to supporting student leadership. A vital component of the program is the LEAP Student Leadership Team, comprised of Team Leaders and a Session/CAT Coordinator. These students meet regularly with program staff to plan and coordinate LEAP.

**Total weekly time commitment: 10-12 hours**

**Compensation: $9.75/hour**

**Essential Duties, Tasks and Responsibilities:**

- **Session Time:** The Session/CAT Coordinator will assist program staff on Saturdays from 9AM-1PM in LeChase Hall throughout the academic year (no sessions during UR holidays/breaks)
- **Attendance:** The Session/CAT Coordinator will track attendance for partner children, team leaders, and tutors.
- **Bus Supervision:** The Session/CAT Coordinator will supervise partner children while they ride the bus to and from campus
- **Coordinate Classroom/Community Assistance Time (CAT):** The Session/CAT Coordinator will contact Rochester City Schools and community organizations to arrange Community/Classroom Assistance Time (CAT)
- **Training:** The Session/CAT Coordinator must attend initial trainings as well as additional training throughout the academic year.
- **Leadership Team Meetings:** The Session/CAT Coordinator will attend weekly, one-hour meetings with program staff and the Student Leadership Team.

**Required Qualifications:**

- Strong communication skills: both written and verbal
- Commitment to employment for the entire academic year (Fall and Spring semester)
- Driver’s License that is legal in New York State (you must either have your own personal vehicle or register to drive a campus van)
- Conduct oneself in a professional manner
- Excellent interpersonal skills

Please be aware that all tutors participating in LEAP must complete background checks prior to being hired. This process must be repeated every year regardless whether you have submitted a background check in the past. If you have any questions or concerns about this, please email Catherine Lewis at catherine.lewis@rochester.edu.