



Or Shalom Jewish Community

1250 Quintara Street. San Francisco, Ca 94116-1229

(T) 415.242.9992 (F) 415.661.9041 (E) educator@orshalom.org

Madrichim-Teen Teaching Assistants

Dear Teens:

I hope you are all enjoying your summer vacations. I had a fabulous trip to Los Angeles with several of our Teen Havurah students and am back now, preparing for the fall. I am so excited that you are interested in becoming a Madrich/ha this year. We have a very full year scheduled and lots of exciting opportunities for teens to make a difference! Please read the information below and fill out the enclosed application by July 30. I will send you a calendar and more specific scheduling information after I find out how many madrichim we will have this year.

The Role:

A madrich has many roles here at Or Shalom. Below are just a few of the many tasks that you will perform as a staff member at Or Shalom.

- **Role Model:** As a madrich, you will be someone that the younger students look up to for guidance, behavior and support.
- **Set Up and Clean Up:** Madrichim are responsible to set up classrooms with classroom box, garbage can and recycling bin each day. They also set up the tables and chairs in the classroom and any other supplies needed by the teachers. After class, madrichim take down the tables, put away the boxes in the storage room and empty all garbage and recycling cans.
- **Classroom Assistant:** If assigned to a class, you will be responsible to support your teacher. You may be assigned to make photocopies, run errands, to assist students with Hebrew and other assignments or even to teach a portion of the class.
- **Kitchen Assistant:** Kitchen assistants help set up the Social Hall for snack. They are responsible for preparing snack, setting up tables and chairs and serving. After snack is over they are responsible to clean up.
- **Miscellaneous:** There is always something to be done, whether for Deborah or Shari or Rabbi Katie. If you find that you are without something to do, please find a staff member and ask.

Communication:

It is important to keep in constant contact with us and let us know what is happening. If something is bothering you please come tell us right away! We want to make sure that the work you do here is rewarding and interesting for you and that you have a good time doing it! I am excited to work with each of you and hope that you will feel comfortable coming to either Rabbi



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Katie or me and telling us if you have any problems or issues with either your assignment, with a student, a teacher or even another madrich.

Expectations:

Check the **inbox** EVERYDAY. The inbox is where we will put your bi-monthly paychecks (unless you opt for direct deposit) special task lists, anything you need to pass out, and anything else that you need to have or know.

Attendance:

Every session, madrichim are required to sign in and out. There will be a sheet posted in the Education Office. If you do not sign in, **you will not be paid!**

When you arrive, check in with Deborah or Shae and let us know when you are here.

NO CELL PHONES! We really need you to be HERE, not texting or talking to friends. It's only two hours; I know you are capable. If there is an emergency, of course you can use your phone, but otherwise, please keep them hidden and turned off.

***Reminder: 16 years & under need a workers permit. These can be obtained from your school.**



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Teen Employee Information

First: _____ Last: _____

Age: _____ Birthday: _____

Address: _____ City/Zip: _____

Cell #: _____ Home #: _____

E-mail: _____

Day(s) prefer to work (check all that apply)

- Sunday 9:30am – 12:30pm
- Monday 3:30pm – 6:30pm
- Wednesday 3:30pm – 6:30pm
- My schedule is very flexible.
- My schedule is not very flexible.

Notes:

Specific Dates – Do not schedule me for the following dates:

I have a sibling in Or Shalom Religious School.

Name of sibling: _____ Grade: _____

Name of sibling: _____ Grade: _____