



Rosh Hodesh: It's a Girl Thing!

Sample Group Leader Contract Agreement

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200__-200__ Group Leader Contract Agreement

Group Leader Responsibilities:

- ◆ Attend two-day Training Institute for *new* group leaders, conducted by Moving Traditions, during the summer of _____. (Travel, accommodations, salary and expenses to be paid by (name of local institution)).
- ◆ Recruit and register group participants.
- ◆ Send Group Contact List to Moving Traditions so parents will receive seasonal e-newsletters with information about *Rosh Hodesh: It's a Girl Thing!*.
- ◆ Prepare and facilitate for monthly group meetings, including purchase of program supplies (all expenses will be reimbursed by (name of local institution)).
- ◆ Use the *Rosh Hodesh* group leader website resource for group administration (www.roshhodesh.org/groupleader).
- ◆ Group meetings are on _____ (day of week) at _____ (time).
- ◆ Reminder calls to be made to each participant the week of meeting.
- ◆ Contact parents 2-3 times a year to inform them about the program.
- ◆ Attend one supervision meeting each month with _____ (name of supervisor) at a time to be mutually determined.
- ◆ Complete monthly log (template on website and at the end of each month's Gathering Plan).
- ◆ Communicate concerns to supervisor, as well as any significant communication with parents.
- ◆ Administrative tasks (i.e. mailings to participants, photocopies).

Salary:

Group Leaders will be receive a monthly salary of \$_____, effective _____ to _____.

This letter will act as a mutual agreement between the group leader and supervisor on the above responsibilities. A consistent and/or problematic relationship regarding the delineated responsibilities will be formally discussed between the group leader, supervisor and the director/rabbi of _____.

Group Leader

Signature

Date

Program Supervisor

Signature

Date

Education Director/Rabbi

Signature

Date