Thank you for your interest in serving as a **Team Leader** for the Horatio Alger National Scholars Conference. To apply, review the position description below. **All applications are due by October 7, 2019.**

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<th>Conference Details</th>
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<td><strong>What</strong></td>
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*Note: Team Leaders must be available on-site for the full duration.*

**Team Leader Responsibilities**

Team Leaders are responsible for co-leading and supervising groups of approximately twenty (20) Horatio Alger National Scholars as they participate in the National Scholars Conference. They are responsible for the general safety of participants and work in pairs to provide high quality educational and recreational experiences that support the core values of the Horatio Alger Association.

Team Leaders will work closely with Horatio Alger Association Headquarters Staff to ensure the safety of all Scholars as well as the effective implementation of all programming.

**Core Responsibility Summary:**

- Supervise approximately twenty (20) Horatio Alger National Scholars for the duration of the conference.
- Lead team meetings and implement a curriculum planned by the Horatio Alger Association Scholarship Office.
- Support the implementation and delivery of all event programs.
- Administer evening and late-night room checks for assigned National Scholars.
- Ensure the general safety of participants.
- Participate in all planned and ad hoc meetings.
- Complete a brief post-conference evaluation.

**Expectations**

- Remain on-site for the duration of the conference.
- Communicate concerns to on-site representatives of the Horatio Alger Association promptly.
- Participate in one (1) pre-conference conference call (typically one week before the conference).
- Respond promptly to all Association communications.
- Understand that cultures, interests, needs, and perspectives shape Scholars and their experiences.
- Engage in all activities; be “present” at all times.

**Eligibility Requirements**

- Received a Horatio Alger National or State Scholarship
- Completed an undergraduate degree program
- Demonstrated experience working with youth (high school/college students preferred)
- *Good Standing* with the Horatio Alger Association
- Pass a criminal background check

**How to Apply**

**Stage 1:** Submit a resume and one-page statement of interest at [https://scholars.horatioalger.org/2020-national-scholars-conference-team-leader-application/](https://scholars.horatioalger.org/2020-national-scholars-conference-team-leader-application/) by 5:00 p.m. (EDT), *October 7th, 2019.* If you have changed your name since receiving your Horatio Alger Scholarship, please provide your name at the time of award as well.

**Stage 2:** Participate in a phone interview with representatives from the Horatio Alger Association as well the Director of the National Scholars Conference between November 11-15. **Not all applicants will be contacted for an interview.**

**Stage 3:** All applicants will be notified in November whether they have been selected. Selected applicants will complete a background check and submit final paperwork in December.

Questions? Contact [dsnyder@horatioalger.org](mailto:dsnyder@horatioalger.org).