

## LEAP YEAR FELLOWSHIP PROGRAM

PTM is a neighborhood summer and after school ministry program that exists to serve students (k-12) as they discover and live their God-inspired dreams, develop a love for learning, and build joy-filled friendships that glorify Christ Jesus.

At Preston Taylor Ministries we have a program called the Leap Year Fellowship. This program is for individuals interested in taking a year to learn the inner workings of a non-profit organization, serve the community, and grow professionally.

Participants in the Leap Year Fellowship, aka “Leapers”, will have the unique opportunity to focus on one of three areas at PTM.

Leap Year Fellows will spend a school year immersed in a position at PTM working in one of three tracks:

1. Operations – Supporting daily operations of PTM
2. Development - Supporting fundraising and event planning
3. Youth Ministry – Supporting kids programming and events



### Sample Schedule for Leap Year Fellows

The program will run from August 2022 until May 2023

A weekly schedule would be as follows:

- Mondays – OFF
- Tuesday – Friday 10:00 – 5:00pm
- Weekends – Fundraisers, retreats, church functions, or field trips as needed

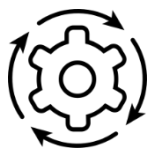
### Compensation

Leap Fellowship employees will work up to 30 hours per week. Each Leap year fellow will be paid a monthly stipend of \$750 and will be provided with free housing.

### Commitment of Support:

Leap year fellows will go through a standard on-boarding process and will receive sufficient training for their specific role at PTM. They will have one direct supervisor for the year relevant to their “track” as well as a Leap coordinator that supports all Leap year fellows throughout the year. Leap year fellows will live in PTM’s Leap house and commit to sharing space and life during their year of service. They will also have an extended community of support through staff at PTM, volunteers of PTM, and host families who commit to meet with them once a month. PTM also has partner churches to connect with and lean into throughout the year.

Leap Year Fellows will choose ONE track in the application process:



### Operations Leap Fellowship

*Supervisor – Director of Operations*

*Responsibilities: Support the daily operations of PTM*

- Support the Director of Operations in managing and creating processes that ensure smooth business operations
- Schedule and communicate organization wide trainings, meetings, and events
- Assist with posting jobs, scheduling interviews, and maintaining employee files
- Work closely with property and transportation manager to ensure the maintenance of PTM spaces
- Attend program, advancement, and Leap Fellowship meetings
- Communicate with program leaders about financials, calendar updates, or other organization-wide events
- Support field trips as needed
- Sit in on the board of directors personnel and property committees
- Assist with all other duties assigned by the Director of Operations

**Requirements:**

- Candidates must be in alignment with the mission, vision, and values of PTM
- Candidates must be organized, have strong computer skills, and strong written and verbal communication skills.



### Development Leap Fellowship

*Supervisor – Development Director*

*Responsibilities: Support fundraising for PTM*

- Support the Director of Development in the overall fundraising and development of PTM
- Assist with logistics of events as assigned. Events including but not limited to: Overcomers Luncheon, Songwriters Night, Golf Classic, Lunch & Learns
- Secure venue for events, orders materials, assist volunteers, oversee registration, help with set-up, and all other event day logistics
- Support and maintains donor database
- Assist in communications for social media, emails, newsletters, photo database, etc.
- Assist in maintaining donor and partner relations
- Sit in on board of directors' development committee meetings
- Assist with all other duties assigned by the Development Director

**Requirements:**

- Candidates must be in alignment with the mission, vision, and values of PTM
- Candidates must be organized, have strong computer skills, and strong written communication skills. Social media experience is a plus!



### Youth Ministry Leap Fellowship

*Supervisor – PTM Site Director*

*Responsibilities: Support the youth ministry program at PTM*

- Support programming for elementary, middle school, high school, education, and/or sports programs
- Participate in programming 4 days a week, sometimes including field trip opportunities
- Lead large group, small groups, and have individual conversations with students
- Assist in the planning of curriculum and the preparation for daily program needs
- Provide administrative tasks such as programming specific data entry, communication with parents, or PTM staff
- Assist with special events such as Nativity Store, Christmas Tree Pickup, Santa's Workshop, Spring Break in the Marketplace, end of the year banquets, etc.
- Sit in on the board of directors DEI committee
- Assist with all other duties assigned by the Program Director

**Requirements:**

- Candidates must be in alignment with the mission, vision, and values of PTM
- Candidates must have a love of and talent for working with and mentoring youth.

## To Apply:

Please send resumes to our Leap Program Director, Latausha Stevenson, at [Latausha@prestontaylorministries.org](mailto:Latausha@prestontaylorministries.org) or Lori Willeford at [Lori@prestontaylorministries.org](mailto:Lori@prestontaylorministries.org)