High School Mentor Program Student Leader  
Youth Programs

Position Overview:
- One-year commitment, Approximately 6-8 hours per week
- As a PROGRAM student leader, your primary role is to facilitate quality mentoring relationships through activities that promote teamwork, youth voice, increase self-esteem, and encourage positive interactions with peers. This position requires behind the scenes planning including, but not limited to, a focus on program improvement, incorporation of future planning for youth, and integration of Youth Program Quality methods.

Criteria for Participation
- Be in good standing with Gonzaga University
- Complete required paperwork as applicable (e.g. liability release, background check, health forms)
- Demonstrate an understanding of and commitment to socially responsible community engagement as outlined in CCASL's Principles and Practices
- Previous experience in CCASL's youth programs, preferred
- Experience working with youth, preferred
- Experience leading/managing peers and/or volunteers, preferred

Responsibilities & Expectations (Include, but are not limited to):
- Plan and facilitate weekly activities using the Activity Planning Template incorporating YPQI elements (ice breaker, hands-on activity, group former, reflection, feedback, etc.), and college/career readiness components
- Facilitate the organization of teams
- Facilitate the completion of Shout Out cards (2 per week)
- Complete at least one positive phone call home each week
- Support supervisor in mentor recruitment, interviewing, and training efforts
- Attend bi-weekly team meetings/office hours and weekly staff meetings
- Track weekly mentor and mentee program attendance in CiviCore within 48 hours of programming
- Assist in planning of one on-campus event each semester
- Facilitate one service project with mentees during the year (spring semester)
- Provide match support to program participants through check-ins and document in CiviCore
- Document any area of concern with mentors or mentees, including plan to follow-up, in CiviCore
- Facilitate MOTime once a week
- Complete observation reflection at different program during fall semester
- Participate in mid-year and end-of-year evaluation and feedback meetings with supervisor
- Plan and facilitate mentor reflection meeting at the end of each semester
- Plan and facilitate at least one family event each year
- Coordinate one mentor bonding event each semester
- Other tasks as assigned by supervisor

Expectations:
- Participate in leadership training and on-going reflection and assessment
- Fulfill requirements of partner organizations, as applicable
- Commit to regular attendance at programs and understand consequences including dismissal from programs for absences
Student Leader Position Description
Center for Community Action & Service-Learning (CCASL)

- Respond and communicate questions/items of concern to program staff in a timely manner
- Model ethical behavior, including appropriate and professional boundaries and relationships with student volunteers, program participants and CCASL staff
- Adhere to Gonzaga University and CCASL safety guidelines and risk management procedures
- Adhere to the Gonzaga University Student Code of Conduct and Release of Liability Waiver

**Job Percentages:**
- Planning and Operations/Logistics- 20%
- Meetings- 25%
- Programming- 40%
- Training and Reflection- 15%

*By signing below, I am able to meet the above commitments and understand responsibilities are subject to change throughout the year.*

___________________________  ___________________________  ____________
Name (Print)                  Signature                               Date