Smile Student Leader
Youth Programs

Position Overview:
• One-year commitment; approximately 6-8 hours per week
• As a Smile student leader, your primary role is to serve as a positive and consistent role model; building quality mentoring relationships with youth through various theme centered activities that help increase self-esteem, promote youth voice, and encourage positive interactions with peers and mentors. The student leader will also be responsible for supporting the mentors and ensuring they have a transformative experience.

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 (Include, but are not limited to):
• Plan and facilitate weekly activities using the Activity Planning Template and incorporating all YPQI elements (ice breaker, hands-on activity, group former, reflection, feedback, etc.)
• Work with Coordinator to ensure that your activity meets the goals and learning outcomes of SMILE
• Coordinate transportation of mentors to programming site
• Set positive example for both mentors and youth
• Maintain consistent communication with mentors, site director, and supervisor
• Attend weekly staff meetings and office hour
• Be trained in CiviCore and use it to record attendance and various other issues
  o Talk to mentors if they miss programming without letting you know, and if mentors start missing SMILE regularly
• Observe fellow student leader’s site once each semester
• Assist in planning of Fall STEM Fair and Spring Carnival
• Participate in and attend two evaluation and feedback meetings with Coordinator throughout the year
• Plan and facilitate mentor reflection meeting at the end of each semester
• Meet with mentors after SMILE (5:00pm) for Mentor Only Time. Inform mentors of upcoming events use the time for ongoing training and reflection.
• Participate in mid-year and end-of-year evaluation and feedback meetings with supervisor
• Support supervisor in mentor recruitment, interviewing, training, and mentor/mentee matching
• 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
• 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- 25%
• Meetings- 35%
• Programming- 25%
• 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