Campus Kids, Activities Coordinator
Youth Programs

Position Overview:
- One-year commitment; approximately 6-8 hours per week
- This position’s primary function is to plan and facilitate weekly Campus Kids activities. Campus Kids is an after-school mentoring program focused on serving youth at-risk for academic failure in the community surrounding Gonzaga University. The AC will work closely with the Campus Kids Coordinator. Additionally, the AC will be teamed with two other staff members (Mentor Coordinator and Parent-Teacher Liaison) for a focus on a specific school.

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 CCE’s Principles and Practices
- Previous experience in CCE’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 incorporating YPQI elements (ice breaker, hands-on activity, group former, reflection, feedback, etc.), and college/career readiness components
- Complete and turn in template 10 days in advance of programming week
- Prepare the box during the week of your activity at CCE each week; work with supervisor to order needed supplies for programming, submit requests two weeks in advance
- Arrive 10-15 minutes early for Campus Kids to set up activity
- Facilitate the completion of Shout Out cards (3 per week)
- Complete at least one positive phone call home each week
- Document any area of concern with mentors or mentees, including plan to follow-up, in CiviCore
- Explain the schedule and activity to the mentees and mentors
- Plan and facilitate mentor reflection meeting at the end of each semester, with help of fellow leaders
- Attend and assist with all Saturday Activities
- Complete observation reflection at different Connections site during fall semester
- Be trained in CiviCore and be prepared to use it when needed
- Attend weekly staff and team meetings with supervisor
- Attend monthly job specific meetings
- 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 CCE staff
• Adhere to Gonzaga University and CCE 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- 25%
• Programming- 35%
• 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