Connections, 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 Connections activities. 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. The AC will work closely with the Youth Programs Manager and College Access Corps AmeriCorps members, and will be teamed with two additional staff members (Mentor Coordinator and Parent-Teacher Liaison).

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 one week in advance
- 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
- Facilitate the completion of Shout Out cards (2 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 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
- Facilitate one service project with mentees during the year (spring semester)
- Attend weekly staff and team meetings with supervisor
- Attend quarterly 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