Connections, Mentor Coordinator
Youth Programs

Position Overview:
- One-year commitment, approximately 6-8 hours per week
- This position’s primary function is to serve as the administrative communication link for mentors in the Connections mentoring program. The MC is responsible for informing mentors of all program events and acting as their support throughout the mentoring process. The MC will work closely with the Youth Programs Manager and College Access Corps AmeriCorps member. The MC will be teamed with two additional staff members (Activities Coordinator and Parent-Teacher Liaison) and placed at a local middle 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):
- Be trained in CiviCore and use it to record attendance, check ins, and various other tasks
- Track mentor lunch visit and programming attendance
- Support Activities Coordinator and Parent-Teacher Liaison during Connections
- Conduct monthly check-ins with 10 matches, meeting with mentors and mentees individually, track in CiviCore
- Meet mentors at designated location (i.e. Desmet Circle) 20 minutes before programming begins
- Send mentors weekly program updates using CiviCore, copy supervisor on communication with mentors
- Plan and coordinate MOTime after programming each week
- Complete Community Engaged Learning forms for mentors, as needed
- Complete observation reflection at different Connections site during fall semester
- Plan and facilitate mentor reflection meeting at the end of each semester, with fellow leaders
- Coordinate no less than one mentor bonding event each semester
- Attend and assist with all Saturday Activities
- 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- 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