Connections, Parent-Teacher Liaison
Youth Programs

Position Overview:
- One-year commitment, approximately 6-8 hours per week
- This position’s primary function is to serve as the communication link between the school site coordinator, parents, and the Connections Mentoring Program. The PTL will work closely with the Youth Programs Manager and College Access Corps AmeriCorps member. The PTL will be teamed with two additional staff members (Activities Coordinator and Mentor Coordinator) 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 mentee attendance at Connections (check in with mentee, site coordinator, or parents if the mentee starts missing Connections regularly)
- Get homework print outs regularly to check on mentees’ grades
- Copy school’s sign in sheets once a week and give to Mentor Coordinator to track mentor attendance at lunch
- Send email to site coordinator each week after Connections with updates from the day
- Call home the week of Saturday activities to make sure parents are aware of the upcoming event
- Support Activities Coordinator and Mentor Coordinator during Connections
- Conduct monthly check-ins with 10 matches, meeting with mentors and mentees individually, track in CiviCore
- 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
- Attend and assist with all Saturday Activities
- Meet with site coordinator to finalize rosters before programming begins
- Go to the school and meet all of the mentees, fill out “matching questionnaire” form with mentees
- 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- 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