Gonzaga Athletes Mentoring for Excellence (GAME) Student Leader
Youth Programs

Position Overview:
- One-year commitment, approximately 6-8 hours per week
- As a GAME student leader, your primary role is to facilitate quality mentoring relationships through activities that promote teamwork, youth voice, increase self-esteem, and encourage positive interactions with peers. 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.

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 & Expectations (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
- Coordinate lunch visit schedule with mentors, site coordinator, and supervisor
- Facilitate the organization of teams
- Facilitate the completion of Shout Out cards (2 per week)
- Complete at least one positive phone call home each week
- Maintain consistent communication with mentors (through CiviCore), supervisor, and CAC member
- Support supervisor in mentor recruitment, interviewing, and training efforts
- Attend weekly team and staff meetings
- Track weekly mentor and mentee program attendance in CiviCore within 48 hours of programming
- Track weekly lunch visit attendance for mentors in CiviCore
- Document any area of concern with mentors or mentees, including plan to follow-up, in CiviCore
- Assist in planning of women’s basketball game (fall) and College Adventure (spring)
- Phone calls home the week before Saturday activities
- Facilitate one service project with mentees during the year (spring semester)
- Facilitate MOTime each week following programming
- Provide match support to program participants through check-ins, document in CiviCore
- Complete observation reflection at different GAME site during fall semester
- Participate in mid-year and end-of-year evaluation and feedback meetings with supervisor
- Plan and facilitate mentor reflection meeting at the end of each semester
- Plan and facilitate at least one family event each year
- Coordinate one mentor bonding event each semester
- 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- 20%
• Meetings- 25%
• Programming- 40%
• 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