**Smile Student Leader**
Youth Programs

**Position Overview:**
- One-year commitment; approximately 6-8 hours per week
- As a Smile student leader, your primary role is to serve as a positive and consistent role model; building quality mentoring relationships with youth through various theme centered activities that help increase self-esteem, promote youth voice, and encourage positive interactions with peers and mentors. The student leader will also be responsible for supporting the mentors and ensuring they have a transformative experience.

**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 and incorporating all YPQI elements (ice breaker, hands-on activity, group former, reflection, feedback, etc.)
- Work with Coordinator to ensure that your activity meets the goals and learning outcomes of SMILE
- Coordinate transportation of mentors to programming site
- Set positive example for both mentors and youth
- Maintain consistent communication with mentors, site director, and supervisor
- Attend weekly staff meetings and office hour
- Be trained in CiviCore and use it to record attendance and various other issues
  - Talk to mentors if they miss programming without letting you know, and if mentors start missing SMILE regularly
- Observe fellow student leader’s site once each semester
- Assist in planning of Fall STEM Fair and Spring Carnival
- Participate in and attend two evaluation and feedback meetings with Coordinator throughout the year
- Plan and facilitate mentor reflection meeting at the end of each semester
- Meet with mentors after SMILE (5:00pm) for Mentor Only Time. Inform mentors of upcoming events use the time for ongoing training and reflection.
- 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