Sparks Student Leader
Youth Programs

Position Overview:
- One-year commitment, approximately 6-8 hours per week
- As a Sparks 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
- 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
- Support supervisor in mentor recruitment, interviewing, and training efforts
- Attend bi-weekly team meetings/office hours and weekly staff meetings
- Track weekly mentor and mentee program attendance in CiviCore within 48 hours of programming
- Assist in planning of one on-campus event each semester
- Facilitate one service project with mentees during the year (spring semester)
- Provide match support to program participants through check-ins and document in CiviCore
- Document any area of concern with mentors or mentees, including plan to follow-up, in CiviCore
- Facilitate MOTime once a week
- Complete observation reflection at different program 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