Zag Study Buddies
Youth Programs

Position Overview:
- One-year commitment, Approximately 6-8 hours per week
- As a ZSB student leader, your primary role is to serve as a positive and consistent role model; building quality mentor relationships while working with youth to support academic excellence by providing tutoring and homework assistance. The ZSB student leader will also be responsible for supporting mentors and corresponding with the College Access Corps (CAC) AmeriCorps member.

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
- Provide quality tutoring and homework assistance to youth
- Maintain consistent communication with mentors (through CiviCore), supervisor, and CAC member
- Support supervisor in mentor recruitment, interviewing, and training efforts
- Attend bi-weekly office hours and weekly staff meetings
- Facilitate the completion of Shout Out cards (2 per week)
- Complete at least one positive phone call home each week
- Document any area of concern with mentors or mentees, including plan to follow-up, in CiviCore
- Track weekly mentor and mentee attendance in CiviCore within 48 hours of programming
- Assist in planning of one on-campus event each semester
- Facilitate MOTime once a week
- Complete observation reflection at different ZSB 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
- 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