Position Overview:

- This position’s primary function is to plan and facilitate weekly Campus Kids activities. Campus Kids is an after-school mentoring program focused on serving youth at-risk for academic failure in the community surrounding Gonzaga University. The AC will work closely with the Campus Kids Coordinator. Additionally, the AC will be teamed with two other staff members (Mentor Coordinator and Parent-Teacher Liaison) for a focus on a specific school.

Responsibilities (Include, but are not limited to):

- Plan weekly activities (rotating with other ACs) 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 all of the goals of Campus Kids. Once that is achieved, use the staff meeting time to explain the activity to other leaders and make sure they feel comfortable facilitating.
- Pick up the prepared activity box at CCASL II each week, and prepare the box during the week of your activity (and request supplies in a timely manner)
- Arrive 10-15 minutes early for Campus Kids to set up activity.
- Approach the Campus Kids/Connections day with unbridled enthusiasm
- Be the “face” of Campus Kids/Connections, set a positive example for mentors
- Facilitate weekly activities
- Explain the schedule to the mentees and mentors
- Attend weekly staff meetings and team meetings with Coordinator
- Attend monthly job specific meetings with Americorp member
- Attend student leader training; additional trainings throughout the year
- Observe fellow student leader’s site once each semester
- Plan and facilitate mentor reflection meeting at the end of each semester, with your fellow leaders
- Participate in and attend three evaluation and feedback meetings with Coordinator throughout the year
- Attend and assist with all Saturday Activities
- Aid in mentoring recruitment efforts, including interviewing mentors and helping make successful matches
- Be trained in CiviCore and be prepared to use it when needed

Job Percentages:

- Planning and Operations/Logistics- 20%
- Meetings- 25%
- Programming- 35%
- Training and Reflection- 20%

Procedures:

- If in need of supplies that aren’t in craft room, submit supply request form at least two weeks in advance

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 __________________________