Campus Kids Student Leader  
Mentor Coordinator  
CCASL Mentoring

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CCASL Mentoring Program</th>
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<tbody>
<tr>
<td>REQUIREMENT</td>
<td>5-7 hours per week, 1 Year Commitment</td>
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Position Overview:
• This position’s primary function is to serve as the administrative communication link for mentors in the Campus Kids Mentoring Program. The MC is responsible for informing mentors of all program events and acting as their support throughout the mentoring process. Campus Kids is an after-school mentoring program focused on serving youth at-risk for academic failure in the community surrounding Gonzaga University. The MC will work closely with the Campus Kids Coordinator. Additionally, the MC will be teamed with two other staff members (Activities Coordinator and Parent-Teacher Liaison) for a focus on a specific school.

Responsibilities (Include, but are not limited to):
• Be trained in CiviCore and use it to record attendance, check ins, and various other issues
• Track mentor attendance at Campus Kids/Connections
  o Talk to mentors if/when they miss programming without letting you know, and when mentors start missing Campus Kids regularly
• Track mentor attendance for school visits
  o Work with your PTL to get weekly copies of sign-in sheets
  o Talk to mentors if/when they miss school visits. Stay on top of this from the very beginning.
• Meet with mentors before Campus Kids (3:15pm) for Mentor Only Time. Inform mentors of upcoming events and discuss the day’s activities while also using the time for ongoing training and reflection.
• Send out weekly programming updates to mentors, through the CiviCore email system. Copy Coordinator on weekly emails to your mentors
• Support AC and PTL during Campus Kids
• Monthly check-ins with 10 matches, meeting separately with the mentors and the mentees (see supplement), track in CiviCore
• Facilitate carpools for school visits
• Remind mentors to check in with their mentee’s teachers periodically via email.
• Fill out forms and check up on Service Learning Students. Be sure to complete survey at the end of the semester.
• Attend weekly staff meetings and team meetings with Coordinator
• Attend monthly job specific meetings with Americorp
• 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
• Finalize rosters and make sure mentors are aware of initial Campus Kids/Connections responsibilities (ie: Mentor Orientations)

Job Percentages:
• Planning and Operations/Logistics-25%
• Meetings- 40%
• Programming- 20%
• 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