Position Overview:
- This position’s primary function is to serve as the communication link between teachers, parents, school counselors, and the Campus Kids Mentoring Program. Campus Kids is an after-school mentoring program focused on serving youth at-risk for academic failure in the community surrounding Gonzaga University. The PTL will work closely with the Campus Kids Coordinator. Additionally, the PTL will be teamed with two other staff members (Activities Coordinator and Mentor Coordinator) for a focus on a specific school. The PTL will interact with a Spokane Express employee when aiding in the transportation of mentees between the elementary school and university.

Responsibilities (Include, but are not limited to):
- Be trained in CiviCore and use it to record attendance, check ins, and various other tasks
- Track mentee attendance at Campus Kids
  - Check in with mentee, counselor, or parents if the mentee starts missing CK regularly
- Arrive at school between 2:30- 2:45pm
  - Supervise/manage the Campus Kids mentees until the bus arrives
  - Ride the bus with mentees and SPS/Express staff member
  - Check in with the school counselor when possible/needed
  - Copy school’s sign in sheets once a week and give to the MC
- Send email to school counselor each week after Campus Kids/Connections with any programming or behavior updates from the day
- Call home the week of Saturday activities to make sure parents are aware of the upcoming event
- Support AC and MC during Campus Kids
- Monthly check-ins with 10 matches, meeting individually with mentors and mentees (see supplement), track in CiviCore
- Create a roster of mentees for your school (name, phone number, emergency contacts) using the PTL template. Always have emergency contact information on hand during Saturday Activities
- 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 (taking attendance, carrying mentee’s emergency contact info, making sure all mentees are picked up, etc.)
- Aid in mentoring recruitment efforts, including interviewing mentors and helping make successful matches
- Meet with school counselors/site coordinators to finalize rosters
- Go to the school and meet all of the mentees at the beginning of the year, fill out “All About Me” sheet with mentees

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