Positions

- Connections Student Leader
- Activities Coordinator
- CCASL Mentoring

DEPARTMENT

CCASL Mentoring Program

REQUIREMENT

Approximately 6-8 hours per week, 1 Year Commitment

Position Overview:

- This position’s primary function is to plan and facilitate weekly Connections activities. Connections 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 Middle School Mentoring 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 (working with other AC) using the Activity Planning Template and incorporating all YPQI elements (ice breaker, hands-on activity, group former, reflection, feedback, etc.)
- Work with supervisor to ensure that your activity meets all of the goals of Connections
- Prepare the box during the week of your activity at CCASL II each week
- Arrive 10-15 minutes early on the day of Connections to pick up the box and then get out to the circle to meet the mentors
- Approach the Connections day with unbridled enthusiasm
- Be the “face” of 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 supervisor, attend monthly job specific meetings
- Attend student leader training, mentor training and any 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 supervisor 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
- Facilitate one service project with mentees during the year (spring semester)

Procedures:

- During weekly office hour: check in with supervisor, address any issues from the previous week of programming
- 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