Connections Student Leader  
Mentor Coordinator  
CCASL Mentoring

Position Overview:
- This position’s primary function is to serve as the administrative communication link for mentors in the Connections Mentoring Program. The MC is responsible for informing mentors of all program events and acting as their support throughout the mentoring process. Connections 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 Middle School Mentoring 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 tasks
- Track mentor attendance at Connections
  - Talk to mentors if/when they miss programming without letting you know, and when mentors start missing Connections/Connections regularly
- Track mentor attendance for school visits
  - Work with your PTL to get weekly copies of sign-in sheets
  - Talk to mentors if/when they miss school visits. Stay on top of this from the very beginning.
- Meet with mentors before Connections at the circle (3:00pm). Inform mentors of upcoming events and discuss the day’s activities and any help needed from mentors.
- Send out weekly programming updates to mentors, through the CiviCore email system. Copy supervisor on weekly emails to your mentors
- Support AC and PTL during Connections
- Monthly check-ins with 10 matches, meeting individually with the mentors and mentees (see supplement), track in CiviCore
- Facilitate carpools for school visits
- 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 supervisor, attend monthly job specific meetings
- 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 supervisor throughout the year
- Attend and assist with all Saturday Activities
- Coordinate at least one mentor bonding event each semester
- Aid in mentoring recruitment efforts, including interviewing mentors and helping make successful matches
- Finalize rosters and make sure mentors are aware of initial Connections responsibilities (ie: Mentor Orientations)

Procedures:
- During weekly team meetings: check in with supervisor, address any issues from the previous week of programming

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