Connections Student Leader
Parent-Teacher Liaison
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 serve as the communication link between the school site coordinator, parents, and the Connections Mentoring Program. Connections 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 Middle School Mentoring Coordinator. Additionally, the PTL will be teamed with two other staff members (Activities Coordinator and Mentor Coordinator) 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 mentee attendance at Connections
  - Check in with mentee, site coordinator, or parents if the mentee starts missing Connections regularly
- Check in with the site coordinator when possible/needed
  - Get homework print outs regularly to check on mentees’ grades
- Copy school’s sign in sheets once a week and give to the MC to track mentor attendance at lunch
- Send email to site coordinator each week after 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 Connections
- Monthly check-ins with 10 matches, meeting with mentors and mentees individually (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 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
- Aid in mentoring recruitment efforts, including interviewing mentors and helping make successful matches
- Meet with site coordinator to finalize rosters
- Go to the school and meet all of the mentees, fill out “All About Me” sheet with mentees

**Procedures:**
- During weekly team meeting: 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