GAME Student Leader
CCASL Mentoring

DEPARTMENT

CCASL Mentoring Program

REQUIREMENT
Approximately 6-8 hours per week, 1 Year Commitment

Position Overview:
- As a GAME student leader, your primary role is to serve as a positive and consistent role model, building quality mentoring relationships with youth through various activities that promote teamwork, youth voice, help increase self-esteem, and encourage positive interactions with peers and mentors.

Responsibilities (Include, but are not limited to):
- Create and facilitate weekly activities for programming
- Fill out the Activity Planning Template, incorporating all Youth Program Quality elements (ice breaker, group former, main activities, feedback, mentee reflection, mentor only time, etc.)
- Coordinate transportation of mentors to programming site
- Coordinate lunch visits to site with mentors, site coordinator, and supervisor
- Facilitate the organization of teams
- Pick up dishes from CCASL and food from Cataldo for dinner; later wash dishes at Cataldo and return them to CCASL
- Maintain consistent communication with mentors (using CiviCore), site coordinator, and supervisor
- Attend bi-weekly GAME staff meetings and weekly office hour
- Be the “face” of GAME – set a positive example for mentors
- Track weekly mentor and mentee attendance within 48 hours of program, and track lunch visit attendance weekly in CiviCore
- Document any area of concerns with mentors or mentees in CiviCore, and follow-up
- Support supervisor in recruiting efforts at the beginning of each semester
- Attend student leader training, mentor training and any additional trainings throughout the year
- Participate in two evaluation and feedback meetings with supervisor throughout the year
- Observe fellow student leader’s site once each semester
- Assist in planning of Saturday Basketball game (fall) and Middle School Mentoring Scavenger Hunt (spring)
- Facilitate one service project with mentees during the year (spring semester)
- Plan and facilitate mentor reflection meeting at the end of each semester
- Coordinate at least one mentor bonding event each semester
- Other tasks as assigned by supervisor

Procedures:
- During weekly office hour: check in with supervisor, input attendance into CiviCore, contact site coordinator (if necessary), plan weekly activity, prepare any supplies needed for weekly 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 __________