SMILE Student Leader
CCASL Mentoring

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<th>DEPARTMENT</th>
<th>CCASL Mentoring Program</th>
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<td>REQUIREMENT</td>
<td>3 – 5 hours per week, 1 Year Commitment</td>
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Position Overview:
- As a SMILE student leader, your primary role is to serve as a positive and consistent role model; building quality mentoring relationships with youth through various theme centered activities that help increase self-esteem, promote youth voice, and encourage positive interactions with peers and mentors. The student leader will also be responsible for supporting the mentors, corresponding with the site director and coordinating transportation to weekly programming.

Responsibilities (Include, but are not limited to):
- Plan and facilitate weekly activities using the Activity Planning Template and incorporating all YPQI elements (ice breaker, hands-on activity, group former, reflection, feedback, etc.)
- Work with Coordinator to ensure that your activity meets the goals and learning outcomes of SMILE
- Coordinate transportation of mentors to programming site
- Set positive example for both mentors and youth
- Maintain consistent communication with mentors, site director, and supervisor
- Attend weekly staff meetings and office hour
- Be trained in CiviCore and use it to record attendance and various other issues
  - Talk to mentors if they miss programming without letting you know, and if mentors start missing SMILE regularly
- Attend student leader training; additional trainings throughout the year
- Support Coordinator in recruiting efforts at the beginning of each semester; conduct interviews for new SMILE applicants
- Observe fellow student leader’s site once each semester
- Assist in planning of Fall STEM Fair and Spring Carnival
- Participate in and attend two evaluation and feedback meetings with Coordinator throughout the year
- Plan and facilitate mentor reflection meeting at the end of each semester
- Meet with mentors after SMILE (5:00pm) for Mentor Only Time. Inform mentors of upcoming events use the time for ongoing training and reflection.
- Fill out forms and check up on Service Learning Students. Be sure to complete survey at the end of the semester.

Job Percentages:
- Planning and Operations/Logistics-15%
- Meetings- 30%
- Programming- 40%
- Training and Reflection- 15%

Procedures:
- On day of programming, be prepared to brief mentors on activity plans for the day; leave no later than 3:45.
- 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