Zag Study Buddies Student Leader
CCASL Mentoring

In the table:

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<th>DEPARTMENT</th>
<th>CCASL Mentoring Program</th>
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<tr>
<td>REQUIREMENT</td>
<td>Approximately 6-8 hours per week, 1 Year Commitment</td>
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**Position Overview:**
- As a ZSB student leader, your primary role is to serve as a positive and consistent role model; building quality mentor relationships while working with youth to support academic excellence by providing tutoring and homework assistance. The ZSB student leader will also be responsible for supporting your mentors, corresponding with the site director and coordinating transportation to weekly programming.

**Responsibilities (Include, but are not limited to):**
- Maintain consistent communication with mentors (through CiviCore), site director, and supervisor
- Oversee weekly programming to ensure that students are completing their homework; conduct room quieting strategies as needed
- Coordinate transportation of mentors to programming site
- Support supervisor in recruiting efforts at the beginning of each semester
- Provide quality tutoring and homework assistance to youth
- Set a positive example for both mentors and youth
- Attend bi-weekly staff meetings and weekly office hour
- Track weekly mentor and mentee attendance in CiviCore the week of programming
- Document any area of concern with mentors or mentees in CiviCore, and follow up
- Attend student leader training; additional trainings throughout the year
- Plan “mentor only time” reflection once a week
- Observe fellow student leader’s site once each semester
- Participate in two evaluation and feedback meetings with supervisor throughout the year
- Plan and facilitate mentor reflection meeting at the end of each semester
- Coordinate one mentor bonding event each semester
- Other tasks as assigned by supervisor

**Procedures:**
- On days of programming, arrive 20 minutes early; be prepared to meet mentors at Desmet circle for carpooling; leave no later than 15 until 3:00
- During weekly office hour: check in with supervisor, input attendance into Civicore, contact site director (if necessary), plan weekly activity, prepare bin 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