



Leadership U 2018 Mentor Job Description

Purpose: To support Leadership U (LU) students as they design and implement community service projects (beginning of August – early December).

Qualities/Qualifications include:

1. Enthusiasm for working with teenagers (high school aged)
2. Knowledge of project management, group dynamics and goal setting.
3. Commitment and presence during the group's activity.
4. All mentors undergo a criminal history background check and are fingerprinted. This is done to ensure the safety of our students. All personal information received is not disseminated to any other organizations to ensure mentor's privacy.

Role of the mentor is to:

1. Act as a coach during all team meetings.
2. Help facilitate the team's project research, design and implementation process including assisting students in brainstorming ideas, establishing milestones and following timelines.
3. Facilitate connections to the community
4. Coach/assist students in development of final presentation for graduation.
5. Ensure all students stay involved with the service project.
6. Conduct a parent information session.
7. In collaboration with program coordinator, contact parents as needed.
8. Help program coordinator with group/team management.
9. Provide guidance and coaching to students for personal development.

Time Commitment (Early August – early Dec.) to include attendance at:

- Mentors' Orientation/Meeting - 2 hour meeting to be held early summer.
Date: July TBA
- First Team Meeting ---Friday, August 3 (11am-3pm)
- Team Meetings (approx. twice a month) - Sunday afternoons from 2-4:30pm - TBA
- Graduation Dinner/Presentations - Tuesday, December 4th (4:30-9pm)

Next Steps:

1. Submit resume and reference
2. Participate in interview with LHC Director of Youth Programming or LU Chairperson
3. Fulfill background check requirements

For more information:

Meg Ignacio, Director of Youth Programing, Leadership Howard County
Phone: 410-730-4474 X115 Email: mignacio@leadershiphc.org