



Student Life

*Bodwell Center for Service and Volunteerism*



## Graduate Assistant Position Description

**MISSION:** The Black Bear Mentor Program, in partnership with Big Brothers Big Sisters of Mid-Maine, provides area youth with the opportunity to develop assets needed to thrive by building safe, healthy relationships with trained, committed college student volunteers. UMaine students are matched with a student in grades 3-8 in the local community and meet once a week during the academic year. Through this program UMaine students gain knowledge in relationship building, leadership, communication, problem-solving, and community engagement.

**VISION:** Cultivate a community where UMaine students actively engage in civic initiatives and local youth feel inspired to excel academically and pursue post-secondary education and training.

### POSITION OVERVIEW:

- Title: Graduate Assistant – Black Bear Mentors Program Coordinator
- Location: Bodwell Center for Service and Volunteerism
- Hours: 20 hours/week; afternoons required as the program meets 2:00 PM to 4:00 PM 2-3 days per week. Evening and weekend work is required occasionally.
- Duration: 9 months (starting mid to late August)
- Eligibility: must be a US citizen who is eligible for Federal Work-Study and meet Graduate School requirements

### WHY THIS ROLE?:

- Financial Support: Competitive stipend paid monthly (September to May) plus a tuition waiver covering up to 18 credits.
- Skill Building: Develop a comprehensive skill set, including:
  - Leadership and team management skills to guide mentors and foster a collaborative environment.
  - Organizational and multitasking abilities to manage program logistics efficiently.
  - Communication skills to connect with diverse audiences, including students, faculty, school administrators, and community partners.
  - Event planning skills to design and execute activities.
  - Technical skills in data management.
  - Problem-solving and adaptability to address challenges.
  - College Positive Volunteering, Sparks, Strengths Quest, and Developmental Asset Building.
- Community Impact: Shape the future of youth while empowering UMaine students.

## **RESPONSIBILITIES:**

- Recruitment: Spearhead efforts to recruit 20-25 UMaine student mentors through dynamic outreach strategies, including digital advertising, posters, info sessions, and tabling at campus events.
- Mentor Selection: Screen, interview, and carefully match mentors with mentees to ensure positive outcomes for all involved.
- Training & Orientation: Complete Big Brothers Big Sisters staff trainings as required and design comprehensive training sessions for new mentors, with an engaging mid-year follow-up.
- On-Site Coordination: Supervise weekly mentorship sessions (2-3 days/week), manage attendance, and address real-time challenges.
- Transportation Management: Coordinate carpools and drivers to ensure reliable transportation to mentorship sites.
- Ongoing Support: Offer continuous mentorship guidance via email, text, and phone about events, snow days, mentee sickness, and general reminders.
- Event Planning: Collaborate with the BBM team to design engaging activities and special events such as campus visits and recognition ceremonies.
- Data Management: Track and report mentor and mentee participation accurately in spreadsheets and database systems.
- Community Collaboration: Build partnerships with local schools, guidance counselors, community agencies, and UMaine departments to enhance program delivery.
- Mentee Applications: Work with schools to send out, receive, and process mentee applications, ensuring a seamless experience for all participants.
- Partnerships: Collaborate directly with Big Brothers Big Sisters staff to support the program and maintain alignment with organizational goals.
- Social Media: Manage and grow the BBM Instagram presence to share program highlights and attract new participants.

## **QUALIFICATIONS:**

- Education: Bachelor's degree
- Experience: Community service experience (youth-focused experience is a plus!)
- Skills: Exceptional interpersonal, communication, and organizational abilities
- Teamwork & Independence: Comfort working collaboratively and independently
- Background Check: DHHS and Federal/State clearance (provided by UMaine)

## **PERKS BEYOND THE ROLE:**

As a BBM GA, you'll participate in exciting campus events and activities organized by other Student Life departments throughout the year, like Maine Hello, Cash Cab, Halloween, Winter Carnival, Family and Friends Weekend, Homecoming and more. These opportunities will expand your network and enhance your graduate school journey. The GA will also have various duties to support the Coordinator, student employees, and other Bodwell Center programs as necessary.

## **HOW TO APPLY:**

Applicants should submit a letter of application, resume, and the names, addresses and telephone numbers of three references to:

Lisa Morin, Coordinator, Bodwell Center  
139 Rangeley Road  
Orono, ME 04469  
Email: [lisa.morin@maine.edu](mailto:lisa.morin@maine.edu)

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