



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.

**VISION** – University of Maine students have increased community engagement and civic commitment and local youth have increased commitment to school and seek post-secondary education and training.

**POSITION:** Black Bear Mentor Program Coordinator

- Graduate Assistant (GA) for the Black Bear Mentor Program at the Bodwell Center.
- Position begins mid to late August.
- This is a 9-month, 20 hour a week position, afternoon hours are required as the program meets 2:00 pm to 4:00 pm 2-3 days per week. Evening and weekend work will be required occasionally.
- Applicants must be eligible for Federal Work-Study and meet Graduate School requirements.

**RESPONSIBILITIES:**

The GA will be responsible for the coordination and supervision of 40-45 UMaine student mentors and the youth mentees he/she is matched with. Duties will include, but are not limited to:

- Complete Big Brothers Big Sisters staff trainings as required.
- Recruitment of UMaine students, including: advertising, flyers, e-mail, posters, info sessions, presentations to FY classes, and tabling at various events on campus.
- Work with Guidance Counselors and school staff to process applications for youth.

- Review UMaine student applications to select candidates. Interview and screen candidates. Work with Mentor Program Team to match UMaine students with youth.
- Training/orientation of mentors – Initial and mid-year.
- Coordination of transportation - Organizing drivers/carpools for transportation to and from mentor sites.
- On-site coordination and supervision of mentors and mentees, generally 2 days per week.
  - Organize student mentors as point person(s) at each site.
  - Call each school mid-day reporting absences of mentors and inquiring about absences of mentees.
- Regular communication with mentors via text, phone and e-mail about events, snow days, mentee sickness, and general reminders.
- Supervise Lead Mentors and Work Study Student.
- Provide match support to the UMaine students to assist with relationship development and program engagement.
- Work with BBM team to plan weekly games and activities and special events (campus visit, family dinner, recognition celebration, etc.).
- Meet with BBM team and BBBSMM staff regularly to coordinate processing of paperwork and support of matches.
- Reporting of student volunteer hours to spreadsheet and database programs.
- Attendance at scheduled meetings, workshops, assisting with marketing/promotion, and public relations projects as needed to support the programs.
- Continuation of the development of partnerships with local schools and community agencies as well as the students, faculty, and staff of UMaine.
- Management of Black Bear Mentors Instagram.

The GA will also have various duties to support the Coordinator, AmeriCorps VISTA, student employees, and other Bodwell Center programs as necessary.

The GA is expected to assist with events and activities organized by other Student Life departments through the year, i.e. Maine Hello, Cash Cab, Late Night Breakfast, Family and Friends Weekend, Homecoming, Halloweekend, Winter Carnival, Fresh Check Day, concerts, etc.

#### QUALIFICATIONS:

- Bachelor's degree
- Community service experience, preferably with youth, but not required
- DHHS and Federal/State Background Checks required – provided by UMaine.

- Excellent Interpersonal, communication and computer skills.
- Ability to work independently and as a team member.

**SALARY:**

Stipend in the amount set by the Graduate School paid monthly plus tuition waiver of up to 18 credits.

**APPLICATIONS:**

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

Lisa Morin, Coordinator, Bodwell Center  
5748 Memorial Union, Room 311  
Orono, Maine 04469-5748  
Lisa.morin@maine.edu

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