



MINDS MATTER

COLORADO

Minds Matter Volunteer Staff Role Description

Program Team Lead

This position is key to Minds Matter Colorado. It requires strong coordination, organizational, team building and motivation skills. This is extremely rewarding as you build relationships with numerous Mentors and Mentees as you cultivate a sense of community for a room full of students and volunteers.

Success in this role looks like building a supportive, positive environment for mentees and mentors, guiding your group through weekly curriculum, and maintaining regular communication with other program leaders.

SUMMARY

Overall Description of Position:

Program Team Leads are responsible for leading and facilitating activities for ~8-12 Mentees and ~8-12 Mentors.

Program Team Leads facilitate the Minds Matter Monday night experience for mentors and mentees. With the support of a prepared curriculum (including lesson plans, activity instructions, handouts, and talking points), Program Team Leads facilitate activities and conversations geared towards [our shared goals](#).

Program Team Leads are responsible for establishing a positive and joyful tone, setting clear expectations for activities, and modeling the Minds Matter values. Program Team Leads are comfortable facilitating in front of groups of people and are eager to hone their presentation and public speaking skills. Most importantly, Program Team Leads are inspired to set the tone on Monday nights and create the environment for growth & development that our students deserve.

ROLE DETAILS

Years in Position: 1-3 year commitment

Supported by: Volunteer Leaders

Staff - specifically the Program Manager

Day to Day Roles & Responsibilities:

Weekly responsibilities:

- Understand and deliver weekly sessions by following a lesson plan provided by the program, including facilitating discussions, introducing new concepts, sharing expectations for activities, and monitoring engagement
- Support Mentors and Mentees through activities scheduled in the curriculum
- Provide first line support to Mentors and Mentees
- Assist Site Directors and staff in coordinating communication with Mentees
- Take attendance
- Promote mentor networking and ensure a fulfilling experience for all
- Guide mentees and mentors in summer program selection, application guidance, and scholarships with support from Summer Program Manager

As Needed:

- Participate actively in the periodic program leader meetings and professional development sessions
- Communicate all issues with Site Directors and/or MMCO Staff
- Assist in curriculum development by providing feedback

Time Commitment:

Prepare and facilitate Monday night sessions (~30 minutes of prep + 2 hour sessions + 1 hour of responding to mentor/mentee concerns) ~26 Mondays during the school year (September through May) - Present on site from 6:00-8:00pm

SKILLS NEEDED

Skills Required:

- Experience teaching or facilitating learning of others, ideally experience with high school students
- Strong Interpersonal skills
- Passion for working with kids and building relationships
- Patience
- Strong organizational/tracking skills
- Strong writing skills
- Public speaking ability
- Strong role-model

Alignment with MMCO Values:

We Value Community

- We cultivate deep, lasting, and inclusive relationships
- We engage diverse perspectives
- We build consensus through collaboration
- We lift each other up

We Value the Whole Person

- We honor and learn from each others' lived experiences
- We respect the fullness of everyone's lives
- We create space to express our authentic selves
- We commit to inclusivity and equity, and stand strong against discrimination

We Value Growth

- We provide and receive thoughtful feedback
- We pursue learning opportunities
- We set audacious goals and celebrate accomplishments
- We are creative and innovative

We Value Commitment

- We champion MMCO every chance we get
- We prioritize cause over ego
- We invest time, money, energy, and connections
- We are resourceful and come prepared to succeed

We Value Joy

- We take the mission seriously, but not ourselves
- We celebrate each others' successes
- We prioritize having fun!

