

Clarke County Mentor Program Internship

Through a partnership with the [Clarke County Mentor Program](#) (CCMP), the Center for Leadership and Service (CLS) is hosting 3 undergraduate interns for the 2017-2018 academic year. Interns will help advance the partnership with CCMP by developing creative strategies to support the retention of UGA mentors. All interns will be supervised and supported by the AmeriCorps VISTA staff member in the CLS.

Program and Administrative Responsibilities

- Maintain monthly contact with 40-60 newly trained mentors throughout the course of one academic year
- Contact mentors, by phone, email, texting, or other effective methods, to provide support and encourage commitment to the program
- Review and maintain accurate records of activities engaged in by mentor and mentee, frequency of visits, progress of mentor-mentee relationship, and possible mentor challenges
- Encourage more meaningful mentor/mentee relationship by giving advice, planning mentor events, and providing resources
- Use various methods to increase volunteer retention for CCMP
- Assist with event planning (Mentor recognition events, school-based events, fundraising events)
- Attend one CCMP Board meeting or committee meeting during the course of the academic year
- Attend and help facilitate all mentor trainings
- Attend Fall and Spring retreats at the CLS
- Continue with previously existing Clarke County Mentor Program Commitment

Other Responsibilities

- Dedicate at least 5 hours per week of time per week to the Clarke County Mentor Program; these hours include weekly attendance to the “Inequality in American Education” course during the fall semester and mentor visits
- Interns may be responsible for any of the following: managing the Community Mentor Program, managing the CCMP social media account(s), creating flyers & promotional materials, writing press releases, presenting at events, building partnerships in the community, asking for donations
- Attend weekly intern meetings to be scheduled by the AmeriCorps VISTA
- Interns must enroll in ECHD 4000, “Inequality in American Education”

Compensation and Course Credit

- Interns will be paid a stipend of \$1000, paid in installments of \$500 at the conclusion of each semester
- Interns who successfully complete the “Inequality in American Education” course and their internship requirements can earn two academic course credits



**Center for Leadership
and Service**
Student Affairs
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MENTOR
PROGRAM**