

DREAM Co-Chair Position Description

Position Description

Being a co-chair is a great opportunity to get leadership experience, develop professional job skills, and have a lot of fun. This role comes with a great deal of responsibility but also the freedom to adapt the position to your own specific skills. It's also the co-chairs responsibility to work toward a positive, fun, exciting group culture! In order to accomplish the duties of the position, co-chairs work as a team with each other as well as being supported by the central office. The duties of the position can also be distributed among other willing mentors as long as they are provided the proper support and training from the co-chairs.

Specific Duties of the position

- ☐ Leadership role
 - ☐ Facilitate weekly mentor meeting
 - ☐ Organize the agenda
 - Debrief last Friday/Saturday
 - Plan upcoming Fridays/Saturdays
 - Discuss special events – culminating, mentor & mentee recruitment, fundraisers, mentor retreats or bonding events, etc.
 - Delegate tasks to other mentors
 - Make sure every kid is getting called every week
 - Promote matching
 - Discuss ways to improve program
 - ☐ Act as the liaison between the program and the DREAM central office
 - ☐ Collect and distribute new mentor paperwork
 - ☐ Respond to e-mails
 - ☐ Keep the office updated on weekly programming
 - ☐ Act as the liaison between the program and college service office or other partners
 - ☐ Attend weekly meetings with DREAM Program Director Mona Abdelghani
 - ☐ Ensure all mentees are receiving weekly phone calls
 - ☐ Ensure mentors call mentee if they can't attend Friday/Saturday and make alternate plans
 - ☐ Responsible for motivating mentors to attend meetings and programming
 - ☐ Responsible for holding elections for other leadership positions.
 - ☐ Working with other mentors to recruit new members each semester
 - ☐ Assist mentors in planning for DREAM events and programming
- ☐ DREAM Equipment
 - ☐ Responsible for bringing the first aid kit to all DREAM events
 - ☐ Responsible for bringing snacks to programming
 - ☐ Responsible for bringing the health sheets binder to all events
- ☐ Responsible for online data
 - ☐ Responsible for keeping the listserve up to date with new mentor e-mail addresses.
 - ☐ Updating the listserve:
 - Log in to your DREAM google account
 - Go to groups (click on square in upper right corner)
 - Click on my groups → then click your program name
 - Click manage

- On the left hand side under Members click on direct add, then enter the email addresses and a welcome message, then hit add

o E-mailing reminders to mentors about meetings

o Updating program google drive with relevant information