

ROLES AND RESPONSIBILITIES WORKSHEET

Lead Nonprofit Organization: Healthy Visions

Roles and Responsibilities:

Time: 50% of Carole Adlard's time will be spent on administrating the Community Connectors Mentorship program

Personnel Contribution: Initial assessment and planning. Identification and intake process for mentors and mentees. Recruitment and screening of potential mentors and assisting in mentor/mentee pairings. Formation of advisory partner committee. Send potential mentors for background checks. Interface with Lee Chapel to provide mentor training and ongoing education space. Arrange for ongoing education of mentors. Oversee the financials which will be administered by Grelle, Jump CPA LLC. Assess financial accountability and faithful implementation of project plans. Create materials for keeping records of mentor contact hours, unduplicated count of students served each month, mentor training hours, mentor ongoing education reporting. Administer pre and post surveys developed by Applied Data Research of Miami University. Gather data to measure progress of program towards meeting the goals. Project indicators of success. Anticipate barriers to successful evaluation including data collection. Arrange for Staffmark and other businesses to present to Dohn students. Interface with River of Life and Parkside Christian who will manage the family events and the mentor/mentee events. Review regular feedback from the mentors and mentees using printed, email, phone and text communication. Organize recognition of mentors/mentees in May 2016. Responsible for invitations to all partners and stakeholders, Dohn parents, students, teachers, and administrators. Will evaluate funding expenses versus budgeted funds each month. Will provide evaluations forms for the College Career Events. Prepare proposals to foundations and government agencies seeking ongoing funding to ensure sustainability.

Monetary Contribution: 50% of \$65,000 annual salary \$32,500

Additional Roles: Primary liaison with all Community Connection partners, and community at-large, supervise program facilitator, monitor mentor/mentee relationships and progress.

Lead Nonprofit Organization: Healthy Visions

Roles and Responsibilities

Time: 50% of Landra White's time will be refitting TYRO to meet the challenging needs of the Dohn students.

Personnel Contribution: Weekly teach the 26 TYRO Lessons and provide attendance sheets to Carole Adlard. Interface with Reverend Felder of Lee Chapel AME to recruit additional mentors (currently 10 Lee Chapel members have volunteered to be mentors based on Landra White speaking at a Sunday service). Interface with Lee Chapel AME to host the orientation and training of mentor meetings. Mentor a Dohn student so Landra can provide feedback on how the mentoring is working from both the instruction side of TYRO and the activity side of TYRO. Will attend the family mentee gatherings and the mentor/mentee events. Will speak at the Recognition in May 2016. Will provide evaluations of each aspect of the TYRO mentoring program.

Monetary Contribution: 50% of \$40,000 annual salary, \$20,000.

Additional Roles: Will interface with Eileen Arnold at Dohn, Rev. Felder at Lee Chapel AME, with Carole Adlard at Healthy Visions. Will step in for Carole when she is unavailable to attend a collaboration/partner meeting or an event.

Faith-based organization #1: Parkside Christian

Roles and Responsibilities:

Time: Dependent on the activity, but looking at organizing mentor/mentee seasonal get-togethers, in which mentee family members may be invited, i.e., Halloween Party, Christmas Party, Museum, Block Party. Will also contribute by helping to arrange cultural/educational mentor/mentee activities, i.e., restaurant dining, theatre, museum, sport event.

Personnel Contribution: Randy Shivers will interface with Chris Woodward of River of Life and Healthy Visions, Carole Adlard throughout program duration. Will interface with Parkside volunteers.

Monetary contribution: For family/community activities, such as Halloween Party, Christmas Party, Block Party, etc. partners will collaborate and share expenses, with River of Life Church in providing meeting space, and monetary contributions for event supplies, food, marketing

Additional roles: Will encourage and facilitate professional parishioners to be available to share with program participants, either in a mentoring role, or to share their profession with the hopes of providing encouragement and context to the youth to motivate them toward possible career choices in the future.

Faith-based organization #2: River of Life Church

Roles and Responsibilities:

Time: Dependent on the activity, but will have an intern that would be able to help contribute to a lot of the personnel work needed and will interface with Randy Shivers at Parkside Christian and Carole Adlard at Healthy Visions.

Personnel Contribution: Rev. Chris Woodward will assign an intern to interface with the Church volunteers.

Monetary contribution: For family/community activities, such as Halloween Party, Block Party partners will collaborate and share expenses, with Parkside Christian Church in providing meeting space, and monetary contributions for event supplies, food, marketing.

Additional roles: Will encourage and facilitate professional parishioners to be available to share with program participants, either in a mentoring role, or to share their profession with the hopes of providing encouragement and context to the youth to motivate them toward possible career choices in the future.

Faith-based organization #3: Lee Chapel African Methodist Episcopal (AME) Church

Roles and Responsibilities:

Time: Host the mentor orientation/ training program in August 2015, host ongoing mentor education 6-hour classes, 4 times per year.

Personnel Contribution: Reverend Nigal Felder will facilitate mentor training and ongoing mentor education.

Monetary Contribution: Space, refreshments for mentor orientation and training. TBD

Additional Roles: Assist Healthy Visions in locating business professionals to mentor students moving forward. Provide activities from Rev Felder's program he created for a juvenile detention center.

School district partner: Dohn Community High School

Roles and Responsibilities:

Time contribution: one hour per week

Personnel contribution: Staff will assist in introducing the students to the mentorship experience and prepping them on interpersonal skills. ACT Career 101 and WorkKey tests used in Life Skills classes will prepare students to interact with men and women in the workforce by training students in the soft skills needed on the job; from teamwork skills to perseverance, tolerance and dependability. Life Skills classes will also provide career exploration to help them begin to formulate ideas for their futures which they can share with mentors.

Monetary contribution: None

Additional Roles: Provide students with all possibilities for their future - creating hope and a desire to work with adults in the world of work - by holding a college career fair that over 20 organizations, colleges and training programs. Increase students sense of ancestry and self pride by working with Bi-Okoto Cultural Center which aids students through the work of historical African dance and tribal customs. Stimulate creativity and self worth through the Miami University partnership - Young Talented and All That - using drama to express the need for social justice and provide an avenue for young people to contribute to and create social justice.

Business partner: Staffmark

Roles and Responsibilities:

Time Contribution: Annual two-hour job/employment seminar, to assist students in identifying potential job markets, and what kind of jobs Staffmark customers are seeking to fill.

Personnel contribution: EVP Kathy Bernard will donate her time to do a presentation on jobs in the area.

Monetary contribution: None

Additional Roles: Identification of vocational schools, for students pursuing non-college specific career choices, such as mechanics, or cosmetology school.