



Capstone Coach Volunteer Position Description

Volunteers Needed: 4-5 Capstone Coaches

Volunteer Commitment Required: Maximum of 40 hours per school year. Approximately 5 hours per month supporting anywhere from 2-4 Capstone Mentors. Generally from November to April

Volunteer Requirements:

- Successful completion of the JACF Volunteer Application
- Computer with access to internet
- Youth Development experience
- Mentoring experience

Purpose: To support Capstone Mentors as they guide Capstone Campers through their service project requirements.

Capstone Coach Timeline

November 5 th , 6:30p MST	Capstone Coach Phone Call Meeting (Plan for the year)
Second week in November	Receive Capstone Program Information and Mentor Assignments
Third week in November	Contact Capstone Mentors to: <ul style="list-style-type: none">-Introduce yourself and share your background-Share contact information-Verify Capstone camper materials received from JACF office-Direct Mentor to Capstone Mentor Guide and Capstone Service Project Outline on JACF website Campership page within Resources-Answer initial questions-Make plans for weekly, monthly, or as needed check- times-Invite to Capstone Mentor Calls
December 3 rd , 6:30p MST	Assist with Capstone Call #1
December - April	Check in with each Mentor monthly to: <ul style="list-style-type: none">-Assess project progress-Remind Mentors of upcoming due dates-Offer support, encouragement, advice and troubleshoot issues, etc.
January 14 th , 6:30p MST	Assist with Capstone Call #2
February 4 th , 6:30p MST	Assist with Capstone Call #3
March 24 th , 6:30p MST	Capstone Phone Meeting, <i>if needed</i>
April 28 th , 6:30p MST	Capstone Coach Wrap-Up Phone Meeting