



GOGO Mentor Roles & Responsibilities Checklist

Time Management:

- Mentor agrees to arrive on site (regardless of traffic issues) 20 minutes prior to session time to prepare the space and meet with the team
- Mentor will prepare, to the best of his/her ability, for every session, using curricular resources provided by GOGO as well as personal resources
- Mentor will utilize reporting systems to gather student information, reflect on daily programming events and inform future decisions
- Mentor agrees to complete all student reports by deadlines articulated by their Mentor Coach or Programs Manager

Active Engagement:

- Mentor agrees to attend all relevant student performances and public showcases, unless otherwise determined by Site Coordinator and/or Programs Manager
- Mentor agrees to facilitate inter-organization collaboration through participation in peer-to-peer observations and feedback cycles
- Mentor agrees to attend all monthly or quarterly meetings and professional development sessions when applicable, with one excused absence per year
- Mentor agrees to actively engage parents, school staff, and community stakeholders in performances, field trips, and GOGO special events

Active Communication:

- Mentor agrees to inform Site Coordinator of any known scheduling conflicts or absences at least 48 hours ahead of time
- Mentor agrees, when applicable, to provide an approved substitute for any missed session days that is mutually agreed upon between Mentor, Site Coordinator, and Regional Director
- Mentor agrees to share session plans and/or curricular resources with Site Coordinator and relevant site staff members at least 24 hours ahead of delivery time
- Mentor agrees to report to Site Coordinator, then to a Mentor Coach or Programs Manager, with questions, concerns, and needs as they arise, with the expectation that they will, between mentors and GOGO staff, be addressed in a timely manner with concrete next steps

During Session:

- Mentor agrees to maintain a safe, clean learning environment for students
- Mentor agrees to maintain personal hygiene and exercise good judgment in issues of appearance when working with students
- Mentor agrees to stay completely drug and alcohol free during session time, special events, and on program sites, including cigarettes and tobacco products
- Mentors agree not to solicit additional compensation directly from students
- Mentor agrees to keep private information about students confidential unless otherwise determined by GOGO staff or school staff
- Mentor agrees to represent the GOGO brand with honesty and integrity, in person and on all personal and professional social media pages