



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 ATS 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 *Sample* Timeline

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| November 4th, 4:30pm 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 Program Guide on ATS website Campership page within Resources-Answer initial questions-Make plans for weekly, monthly, or as needed check- times-Invite to Capstone Mentor Calls |
| December 2nd, 5:30pm 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 20th, 5:30pm MST | Assist with Capstone Call #2 |
| FEBRUARY 1st | PROJECT START BY DATE (if project is ongoing) |
| March 3rd, 5:30pm MST | Assist with Capstone Call #3 |
| MARCH 15th | PROJECT COMPLETION DATE |
| APRIL 15th | PRESENTATION & OUTLINE DUE TO ATS |
| April 24th, 1:00 pm MST | Capstone Open House |
| May 5th, 4:30pm MST | Capstone Coach Wrap-Up Phone Meeting |