

# Venture Mentor

## Venture Camp: Base Camp 2018

### Position Description

#### POSITION FUNCTION

To facilitate a healthy transition and camp experience for all new undergraduate students during Venture Camp: Base Camp. There will be two Venture Mentors for Alpha and two Venture Mentors for Bravo.

#### PROGRAM STRUCTURE

During preparation, Venture Mentors work most directly with the Student Development Specialist in Extended Orientation for program curriculum and small group facilitation. During Base Camp, Venture Mentors will support and take direction from the Extended Orientation and Outdoor Adventures staff members.

#### POSITION RESPONSIBILITIES

- Participate in all meetings, trainings, and workshops associated with Base Camp during the semester and prior to program.
- Assist with the planning, implementation, and evaluation of Base Camp. Work productively and cooperatively with all members of the University community to effectively implement Extended Orientation programs.
- Provide leadership by leading a small group, facilitating group activities, and maintaining and following the Camp schedule.
- Organize, direct, and implement areas of responsibility assigned in an effective and efficient manner.
- Actively manage the risks of Base Camp activities.
- Monitor all assigned Base Camp activities/events.
- Assist with all public relations activities as necessary (Which could include answering questions via the internet, telephone, person-to-person, mailings) regarding Base Camp.
- Work cooperatively with others to perform necessary 'wrap-up' duties and transition materials after Base Camp.
- Coordinate after camp events in the fall semester following the program to support student transition as outlined by the professional staff.
- Understand and support the goals of Base Camp.
- Initiate and develop open communication and interaction with students attending camp.
- Serve as a positive role-model and ambassador on behalf of the Texas A&M University.
- Maintain a connection with participants upon return to campus throughout the academic year.
- Perform any additional duties as assigned by the professional staff for program success.

#### DESIRED PERSONAL CHARACTERISTICS

- Sense of responsibility
- Timeliness
- Ability to value and communicate with a variety of personality types and ethnicities
- Ability to work as an effective and productive team member
- Demonstrated leadership abilities
- Effective interpersonal, small group, and group conflict resolution and communication skills
- Presentation skills
- Flexibility
- Initiative
- Tolerance/patience
- Stamina and strong work ethic
- Self-confidence
- Creativity, resourcefulness and a sense of humor
- Planning/implementation skills
- Ability to be tactful and diplomatic in all situations
- Strong commitment to customer service.

## QUALIFICATIONS & STANDARDS (EDUCATION & EXPERIENCE)

- Be enrolled as a student at Texas A&M University at the time of selection, training, and in the fall following the Venture Camp: Base Camp program (this includes student on the Texas A&M Blinn Team)
- Applicants must have at least a 2.0 cumulative GPR and have posted at least a 2.0 GPR for the semester prior to the application period (if applicable) to be eligible for selection.
- Venture Mentors must maintain a 2.0 cumulative GPR and post a 2.0 GPR for the Spring 2018 semester while serving in this position.
- Venture Mentors may not be on academic, or conduct probation with the Office of Student Conduct or Aggie Honor System Office, at the time of application nor at any time throughout their position term through the Venture Camp: Base Camp program
- Applicants for the Venture Mentor position must submit a completed application and be available for all trainings and program dates.
- All applicants must schedule an appointment for an interview upon submission of their application in accordance with the process outlined below.

## Venture Mentor Selection Schedule

### APPLICATION

Applications can be found and submitted at <https://maroonlink.tamu.edu/submitter/form/start/145924>. Applications are due and must be submitted no later than **Sunday, November 26th, 2017, at 11:59PM.**

### INTERVIEW

Applicants will be contacted by Venture Camp: Base Camp Staff to set-up a 30 minute professional interview. Venture Mentor Interviews will be conducted the week of **Monday, November 27th, 2017.**

### SELECTION

All candidates will be notified of Venture Mentor selections on or before **Wednesday, December 6<sup>th</sup> at 5:00PM.**

### POSITION TERMINATION

A Venture Mentor's position may be terminated if it is determined that he/she is not maintaining ethics befitting a professional, not performing satisfactorily, not able to work productively with others, or jeopardizing the safety and success of the Venture Camp: Base Camp program. This leadership position is a volunteer position and supervision will be provided collectively between the professional staff members of the Extended Orientation Team and Outdoor Adventures for the success of the program.

# Venture Mentor Position Timeline

All dates are subject to change slightly to accommodate individual schedules

\*means a final date will be determined once selections are made

## **Spring**

Nov. 13	Mon.	Mentor Applications Available
Nov. 26	Sun.	Mentor Applications Due
Nov. 27-30	Mon. – Thurs.	Mentor Individual Interviews
Dec. 6	Wed.	Mentor Selection/Notification
Week of Jan. 22	TBD*	Mentor First Meeting: Spring Training Workshop 1
Week of Feb 5	TBD*	Mentor Spring Training Workshop 2
Week of Feb 19	TBD*	Mentor Spring Training Workshop 3
Week of Mar 5	TBD*	Mentor Spring Training Workshop 4
Week of Mar 19	TBD*	Mentor Spring Training Workshop 5
Week of Apr 2	TBD*	Mentor Spring Training Workshop 6
Week of Apr 16	TBD*	Mentor Spring Training Workshop 7

\*Training workshops date/time will be determined based on mentor schedules/availability as shared in Mentor Application. The ideal is a bi-weekly meeting, but in the past this has been adjusted to weekly as schedules of Mentors allowed.

## **Summer**

July 5-8	Thurs. – Sat.	Work Week & Training Refresher for Alpha
Jul 9-13	Mon. – Sat.	Venture Camp: Base Camp 2018 Alpha
Jul. 12 – 15	Thurs. – Sat.	Work Week & Training Refresher for Bravo
Jul. 16 – 20	Mon. – Sat.	Venture Camp: Base Camp 2018 Bravo

## **Fall**

Venture Mentors are expected to participate in a variety of events and activities throughout the fall semester following the program and cultivate a lasting mentor relationship that will assist with student transition into the Texas A&M campus community. Successful applicants should be looking forward to participating in these types of experiences after serving in this position. These activities could include but are not limited to the following:

- 1-3 Venture Camp: Base Camp Reunion events during the Fall 2018 semester
  - Alpha and Bravo could host reunions together or have individual events.
- MSC Open House, Recapalooza, Student Activities Block Party
- regular lunches and/or dinners
- group attendance to select Aggie sporting and other events on campus