



Youth Mentorship Program Job Description Committee Chair

Program Summary:

The Lake County Chamber of Commerce Youth Mentorship Program prepares Lake County youth to enter the local workforce as professional, well connected, well supported individuals with outstanding communication skills.

- Mentees receive comprehensive leadership development and communication skills training through a series of seminars, team building activities, academic engagements, and Mentor meetings.
- Mentors receive specific training to become successful at creating an arena in which their Mentee can achieve their goals and fulfill their potential.

Position Summary:

The Committee Chair of the LCCC Youth Mentorship Program is a volunteer position that leads, at the highest level, the various components of the program.

- Eight-week program that begins the week of September 19th and concludes the week of November 14th.
- Estimated time commitment varies depending on the stage of the project – approximately 5 to 10 hours per week in the initial planning stages, perhaps less as subcommittee chairs are identified and program kicks off.

Position Responsibilities:

- Identify sub committees (mentor outreach, mentee outreach, curriculum development, events, etc.) and convene a team of sub-committee chairs.
- Convene, inspire, and lead a team of subcommittee chairs.
- Coordinate planning and implementation with the sub committee chairs and LCCC CEO.
- Oversee marketing and budget for the program.
- Communicate progress reports in writing to the CEO on a regular basis.
- Prepare and end of program recap with suggestions for improvement based on learnings.

Position Qualifications:

- Leadership skills.
- Passionate for connecting small business and youth in Lake County.
- Understands structured learning (academia).
- Project management skills.

Please express your interest in serving our community in this role by sending a cover letter and your resume to ceo@lakecochamber.com.