

## MENTORS\*

Design and construction industry professionals, including but certainly not limited to: Architects, Engineers (various disciplines), Contractors and Construction Managers, Interior Designers, Owner's Representatives and Developers. These professionals will meet with the students on a bi-weekly basis and develop a hypothetical design project over the course of 15 weeks. This volunteer type will have the most interaction with the students.

### ROLE DESCRIPTION

- Establish a bond with individual students.
- Network with team.
- Serve as professional role models.
- Assist with hands-on activities and informal presentations
- Engage students in learning about the integrated construction industry
- Inspire and guide student teams to complete and present their final design project.
- Work collaboratively with other mentors on a team and by their collective interaction.
- Demonstrate how the different industry disciplines must integrate to design and build a project.
- Help plan and sometimes lead sessions.
- Share with students their own career path and the requirements for entering their particular field.
- Devote entire attention to students and mentor activities during each session and not be distracted by emails or other non-ACE communications.
- Help students with recommendation letters, scholarship applications, etc.
- Advise students about college, including the application process and preparation of a recommendation letter, if asked.
- Help conduct any year-end program evaluation by students or by the affiliate or team of mentors.

### TIME COMMITMENT

Yearlong engagement with mentoring team and students. Mentors are encouraged to attend every meeting, however this is not mandatory. Scheduling will be developed and coordinated with individual Team Leaders.

- 15 sessions between November and May
- Make a sincere effort to attend all team activities and, if unable to do so in one or two instances, notify the Team Leader in advance and explain their absence to students.
- Other Activities: (Construction site tours, final presentation event, training, college night, etc.)

### REGISTRATION

- **Complete an online application:** <http://www.acementor.org/mentors-volunteers/new-member-or-volunteer-application-form/>
- **Pass a background check:** PA requires – Criminal, Child Abuse and FBI screenings
- **Complete a training program**
- **Attend weekly or biweekly meetings through the school year** (mentors are encouraged but not required to attend every meeting)

## \*TEAM LEADERS

Team Leaders are responsible for the management of the team and is expected to attend every meeting.

### TEAM COORDINATION

1. Adjust Schedule for the year to the team:
  - Identify locations for all team meetings.
  - Assign lessons to the mentors
  - Assign Food responsibilities
  - Students, teachers, and mentors should all receive a copy of the schedule
  - Coordinate mentor attendance
  - Lead firm is also responsible for coordinating field trips/office visits
2. Lead mentor/firm to assure all participating mentors have registered for the ACE program and completed a background check.
3. Provide leadership and guidance to new mentors and/or firms.
4. Hazardous weather results in cancellations – be prepared to work with the Affiliate Director, School Champions, other mentors and students to reschedule and make-up sessions where necessary.
5. Provide information back to Affiliate Director.
6. Provide information down to other mentors, school champions and students.

### PARTICIPATION

- Lead at least two full sessions.
- Have at least one representative from your firm at each meeting of the 15 meetings to assist other mentors with lessons – a familiar face at each lesson helps the students feel comfortable and enables them to form relationships.
- Serve as a liaison with Affiliate Director, School Champion and other mentor firms for that team.
- If applicable: Check homework, develop a check system to hold students accountable for completing any out-of ACE assignments – this can also be used in scholarship selection.
- Correspond with the students via email – keeping them on track during the off-weeks and over breaks.

### LESSON PLAN COORDINATION

- Be available to review with the presenting mentor/firm a week or two before their scheduled ACE session.
- Brainstorm ideas and offer lessons available from the [CURRICULUM KIT located HERE](#).
- Ensure their lesson applies to the subject matter they are to cover. Additional [ACTIVITIES can be found HERE](#).
- Remind mentor or firm of their responsibilities of providing food and assigning follow-up questions for students.
- Give feedback to the mentors on how the session could be improved.
- Keeping students interested, limiting lecture time.

## \*TEAM LEADERS (continued)

Team Leaders are responsible for the management of the team and is expected to attend every meeting.

### SESSION DOCUMENTATION

1. Communication with ACE Eastern PA – Affiliate Director and/or Board Committees.
  - Send in student/team pictures of sessions.
  - Record attendance records in the online database at [www.acementor.org](http://www.acementor.org)
  - Report any issues or concerns with the team, specific students/mentors, or the school to the Affiliate Director.
2. Encourage the mentor firms and offer assistance in the development of a brief description of how each lesson is executed; (these are used in the yearbook presented to the kids at the end of the year and also for submission to national for the Best Practices Manual.
  - Indicate what materials were used, homework assignments (if any), student reaction, photos, etc.
3. Photography
  - Taking photos of each individual session is also required and the photos will be used on the ACE website, social media and other ACE publications.

### PROJECT INTRODUCTION | PROJECT or COMPETITION TEAMS

1. Introduce and explain RFP (Project)
2. Assist students and encourage mentors in the development of their final design project.
  - Be available to answer the students' questions.
  - Ensure students are well-prepared and have deliverables completed for the end of year presentation.
  - Enlist the help of other mentors during the final design development
  - Assist students with public speaking roles.
  - Due to hazardous weather during the winter months some sessions are often cancelled, please reschedule any extra work-day sessions necessary for the students to complete their projects before the end of year deadline.
  - Prepare for and plan local final presentations

### FIELD TRIP COORDINATION

- Coordinate with Affiliate Director regarding trip location and any possible transportation logistics.
- Students are required to have parents sign permission slips before the students can participate in any off-campus field trips.
- The lead mentor firm is responsible for tracking signed permission slips.
- Coordinate with School Champion to assist with notifying parents when the students will be off-campus.

## **SUBURBAN TEAM CHAMPION**

Educational - OR - Design and construction industry professionals, including but certainly not limited to: Architects, Engineers (various disciplines), Contractors and Construction Managers, Interior Designers, Owner's Representatives and Developers. These professionals will meet with the students on a bi-weekly basis and develop a hypothetical design project over the course of 15 weeks. This volunteer type will have the most interaction with the students and school champion. The Suburban Team Champion will be required to develop their own mentor base, schedule guest speakers and coordinate with Affiliate Director regarding all mentor/student logistics and documentation.

### **TIME COMMITMENT**

Yearlong engagement with mentor, students, school champions and affiliate leadership. Suburban Team Champions will be included in all correspondence regarding team meeting logistics and scheduling. Scheduling will be developed and coordinated with individual Team Leaders on a team by team basis.

- **SEE ROLE DESCRIPTION FOR TEAM LEADER.**
- **SEE ROLE DESCRIPTION FOR MENTOR.**
- **SEE ROLE DESCRIPTION FOR SCHOOL CHAMPION (IF APPLICABLE).**
  - Expand ACE E-PA's visibility.
  - Manage student enrollment in the mentoring program.
  - Recruit and train new mentors.
  - Maintain communication with School Champion and/or School/Partner Facility.
  - Work with Affiliate Director to provide all information and reporting required by ACE National including management of the student and mentor databases.

## **SCHOOL CHAMPION**

High School staff person who is the liaison and point of communication between the school and the ACE Mentor Program, has a relationship with the students and will be able to maintain an open line of communication with them during the entire program year, has the ability to hold the students accountable for their performance while participating in the ACE Mentor program.

### **TIME COMMITMENT**

Yearlong engagement with team leaders and students. School Champions will be included in all correspondence regarding team meeting logistics and scheduling. Scheduling will be developed and coordinated with individual Team Leaders on a team by team basis.

### **RECRUITMENT**

- Coordinate with Affiliate Director or Board Committees regarding in-school presentations or participation in events.
- Host recruitment events at the school.
- Target students that may be interested in the program.
- Generate 'buzz' around the school about the program.

### **COMMUNICATION**

- With students: Reminders for homework, deadlines, sessions, rescheduled sessions, etc.
- With parents: Student expectations, successes, attendance.
- With principal: Regarding the participation in the program.
- With Team Leader: Regarding early closing, changes in room location, student attendance, etc.

### **ACTIVE PARTICIPATION**

- Help mentors engage students.
- Encourage student participation.
- Attend team meetings (if required)
- Help plan the School and Regional Final Presentation events – if applicable.

## **SCHOOL/PARTNER FACILITY** (if applicable in Suburban Areas)

1. Endorsement of Principal or President/CEO of Partner Company.
2. Provide a qualified lead teacher or School Champion or professional designated to be a liaison for the ACE Mentor Program.
3. Student involvement – 20 students committed to a minimum of 15 sessions.
4. Available resources
  - Meeting space to accommodate 25-30 people (with Mentors)
  - Tables and chairs.
  - Adequate parking
  - Internet Access
  - Computers/software
  - Project/activity resources
5. Assist in Suburban (Regional) Final Presentation – if applicable.

## **LIMITED EXPOSURE ROLES** (NO background check required)

### **MEETING HOST**

Design and construction industry professionals, including but certainly not limited to: Architects, Engineers (various disciplines), Contractors and Construction Managers, Interior Designers, Owner's Representatives, Developers, Colleges & Universities, Skilled Labor Trades, Product Representatives. These host companies will give a (1) hour presentation and discussion of their perspective disciplines to the students during a team session – hosted at their office. An additional hands on activity is encouraged, but not mandatory. Please see the list of resources encouraged (but not required) below.

#### **TIME COMMITMENT**

3 Hour(s) minimum for accommodating a team meeting mentoring session.

#### **AVAILABLE RESOURCES**

- Meeting space to accommodate 25-30 people (with Mentors)
- Tables and chairs.
- Adequate directions and requirements for building/office entry.
- Internet Access
- Computers/software – if feasible.
- Project/activity resources and supplies.
- Refreshments.

### **GUEST SPEAKERS**

Design and construction industry professionals, including but certainly not limited to: Architects, Engineers (various disciplines), Contractors and Construction Managers, Interior Designers, Owner's Representatives, Developers, Colleges & Universities, Skilled Labor Trades, Product Representatives. These professionals will give a (1) hour presentation and discussion of their perspective disciplines to the students during a team session. An additional hands on activity is encouraged, but not mandatory. This volunteer type will have minimal interaction with the students.

**TIME COMMITMENT** | 1-2 Hour(s) for a presentation and/or activity during a team mentoring session.

### **WORKSHOP FACILITATORS**

Educational professionals and motivational speakers who will give a presentation or facilitate a workshop with the students. Workshop sessions currently average approx. 10-20 students and are typically hosted by local schools, construction, engineering and architectural firms. Workshop topics may include, but are certainly not limited to: Soft Skills Development – Networking, Resume Building, Time Management, Public Speaking, Pushing Beyond Comfort Zones, Teamwork and Leadership.

**TIME COMMITMENT** | 1-2 Hour(s) for a presentation and/or activity during a team mentoring session.