



Manage Your Money Facilitator

Division:	General	Report to:	M.Y.\$ Project Manager
Department/Group:	Manage Your Money	Attend General Meetings:	Biweekly
Commitment:	Medium	Attend Lead Meetings:	By request
HR Contact:	Carlye Oda	Attend Exec Meetings:	By request

Job Description

Job Purpose:

Attend Manage Your Money sessions to assist and mentor participants throughout the series of sessions

Duties:

- Attend M.Y. \$ sessions
- Mentor and assist participants
- Attend general team and other scheduled meetings
- Actively participate in meeting discussions and SIFE events
- Complete tasks in a timely fashion, to the best of my ability, and ask for help when necessary
- Keep track of all emails, responsibilities and tasks
- Seek oppourtunities to gain and practice skills, knowledge, and experience
- Be good natured and promote a positive work environment for all

Qualifications

- Student at St. Lawrence College

Member:		Signature:		Date:	
President:		Signature:		Date:	
Faculty Advisor:		Signature:		Date:	