

██████████ Mentor
Position Description
2015-2016

Example

Position Summary

This role provides an exciting opportunity to be part of an ambitious team working towards closing the achievement gap and removing barriers to learning for youth. We are seeking a proactive, enthusiastic and independent CalSERVES Mentor to support the academic and social skills development of high-need students in local area schools. Students are at the heart of our work. Our program partners with schools to identify students who would benefit from a positive, adult role model that can give targeted academic support as well as mentor students to be their most resilient selves.

Program Overview

The goal of the program is to provide comprehensive support to students who aren't working at grade level, leading to improved performance and academic success. The program applies a three tiered approach implemented by the CalSERVES Mentors for K – 8 students. All students at the school site benefit from the support of organized collaborative games and conflict resolution during recess / break and lunch (Tier 1). Students in need of additional supports will be assessed and assigned targeted tutoring services (Tier 2). Additionally, some students will receive intensive mentoring services (Tier 3). The assessment process will look holistically at each student using a project-developed screening tool, which encompasses academic test scores, behavior data and input from teachers and parents.

Major Duties

Tier 1, School Climate:

- Plan and lead focused activities during recess / breaks, lunch, and transition times during the core day and after school to embed positive behavior supports

Tier 2, Academic Tutoring:

- Plan and lead daily 30-minute paired, tutoring sessions focusing on Literacy or STEM to enhance the academic development of students.

Tier 3, Mentoring:

- Plan and lead weekly 30-minute paired, mentoring sessions focused on developing social skills to help remove barriers to learning

Leadership:

- Create and maintain positive relationships with school and program staff
- Participate in professional development to improve quality services for youth
- Participate in National Service events to support the local community

Schedule Requirements

- Full time, eleven month commitment serving a minimum of 1700 hours, may include some evenings and weekends.
- Hours are generally Monday - Friday from 8:30 – 6:00PM (varies slightly by school site)



Benefits of Service

- Annual stipend of \$ [REDACTED]
- Education Award of \$5,730.00
- Health Benefits
- Moving stipend for out-of-state applicants
- Possible student loan deferment
- Extensive Professional Development and experiential learning opportunities

Minimum Qualifications

- Must be at least 17 years of age
- Clear criminal background check (DOJ and FBI; National Sex Offender Public Database).
- Submit current, clear TB (tuberculosis) test
- Must supply Photo ID, Proof of Age and Primary Documentation of status as US Citizen, US National, or Lawful Permanent Resident prior to the start of service
- Complete NCOE's Instructional Assistant exam with a minimum score of 70%.
- Obtain CPR certification or be currently certified

Mental / Emotional Agility Requirements:

- Must be able to adapt to change in work environment, accept constructive feedback, effectively handle multiple tasks and competing demands, work cooperatively in group situations, and actively resolve conflicts
- Ability to create positive relationships with staff
- Must have strong written and verbal communication skills
- Ability to work independently and as a member of a team
- Strong organizational skills and the ability to effectively handle multiple tasks
- Possess leadership and interpersonal skills to work effectively with others
- An interest in and/or a background in community service and volunteerism

Safety Requirements:

- Ability to be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the program's safety policies and rules.
- Be aware of safety protocols and report any issues to appropriate supervisory or management personnel.

Physical Requirements

- Meet the program essential job functions; reasonable accommodations available upon request.

