



Job Title: Seasonal Summer and Weekend Youth Development Mentor

Job Type: Seasonal, with opportunity for permanent employment

Salary Range: \$17-22 per hour Hours: 8:30am-4:30pm, Monday-Friday (with possibility of weekend hours)

Start Date: June 1st, 2023 **End Date:** August 18th, 2023

Job Description:

The Youth Mentor is responsible for creating and leading programming for youth in the center's after school, evening, or summer programs. The mentor will work collaboratively with the Youth Programs Manager to ensure goals and metrics for youth development are being met. Specific responsibilities include:

Programming:

- Use restorative practices to build strong relationships between students and community members
- Use innovative and creative teaching methods to result in academic progress
- Deliver programming curriculum on a daily basis
- Prepare lesson plans and teach one/two enrichment periods for students that include unique experiences and project-based learning; successful lessons will incorporate literacy and math as part of enrichment
- Utilize a case management approach to retain enrolled students and engage families
- Plan and assist celebration activities and field trips
- Participate in the supervision and evaluation of all classroom assistants and volunteers
- Model positive relationships between youth and co-workers



Reporting:

- Keep accurate student classroom files, including but not limited to:
 - o An updated daily roster/sign-in sheet complete with parent's and/or guardian's signature
 - o Weekly entry of daily attendance and enrollment and dismissal of students to capture classroom activities and outcomes
 - o Regular progress reports for each student
 - o Updated household information for each student, especially phone numbers
- Actively participate in student and family surveys and assessments
- Assist in evaluating the program for its effectiveness by providing regular input to aid in its success

Staff Collaboration and Community Outreach:

- Provide a high level of customer service to parents, partners, 29SCC patrons, and the general public
- Work as part of a team to achieve the 29SCC's mission and to integrate the 29SCC's core principles in all efforts
- Attend 29 SCC summer staff meetings and family engagement nights, and meet with supervisor as needed
- Address email requests and phone messages in a timely manner
- Perform other related duties as assigned



Minimum Qualifications:

- 2-3 years teaching or youth experience in an urban setting
- B.A. in Education or related field
- Flexibility, initiative, creativity, and excellent organizational and planning skills
- Commitment to providing service to a diverse, urban population
- Excellent interpersonal communication skills for working with both children and adults
- Experience using restorative practices preferred

Compensation: \$17-\$22/hour

To apply, please send a resume and cover letter to Mya Hodge, Executive Director, at hello@29scc.org. No phone calls, please. Applications will not be considered complete without both a cover letter and resume. Post-offer background check required.