



POSITION TITLE: Out of School Time Mentor

BASIC FUNCTION: Provides leadership, develops and implements a safe and age appropriate after school program for school age youth under close supervision of the Afterschool Program Coordinator

REPORTS TO: Afterschool Program Coordinator and Director of Youth Programs

#### MENTOR POSITION RESPONSIBILITIES:

- Collaborate with the Coordinator to design excellent after-school programs.
- Monitor kids' attendance and academic progress.
- Assist fellow team members in establishing a secure, efficient, and productive program for both staff and kids.
- Generate incident reports when needed.
- Develop and lead high-caliber academic and enrichment clubs.
- Motivate kids to establish and accomplish academic and personal goals.
- Engage with families, colleagues, and Friendly House staff to foster kids development and maintain consistently high standards for kids.
- Offer opportunities for kids to strengthen the correlation between academic achievements, college, and career paths.
- Establish and reinforce a culture of success.
- Cultivate and utilize relationships with kids, families, volunteers, peers, and the community.
- Manage the logistical aspects of program-related events.
- Support the achievement of kids in inclusive programming.
- Participate in monthly meetings and quarterly professional development sessions
- Attending and assisting with Youth Program events
- Perform other reasonable tasks assigned by the Program Coordinator

#### SPECIFICATIONS:

- 18 and older
- 2 year of experience in school age programs or comparable
- Reliable transportation to and from work