



# CalSERVES AmeriCorps

## Expanded Learning Mentor Position Description

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**Position Title:** Full-Time CalSERVES Mentor

**Service Term:** August 2016 – July 2017

**Reports to:** Program Manager and Site Supervisor

### **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. Students are at the heart of our work. 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. 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 by leading to improved performance and academic success. The program applies a layered 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. Students in need of additional supports will be assessed and assigned targeted tutoring services. Additionally, some students will receive intensive mentoring services. 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.

### **Essential AmeriCorps Duties**

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
- Support the program by encouraging participation, attendance and engagement through parent nights, clubs, field trips, and homework support

Academic Tutoring:

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

Mentoring:

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

Leadership:

- Participate in training and professional development to improve quality services for youth
- Participate in National Service events to support the local community

- Opportunity to develop skills in data collection and analysis, event planning, and communication

### **Service Commitment**

- 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)

### **Areas of Responsibility**

- Submit timesheets
- Provide students assessments
- Create and maintain positive relationships with school and program staff
- Submit 5 Great Stories in the onCorps system during the program year
- Conform to regular, timely attendance requirements at the assigned service site during school hours, Monday-Friday
- Support the program through daily operational tasks

### **Benefits of Service**

- Annual stipend of \$15,000.00
- 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

### **Qualifications and Characteristics**

- Must be at least 18 years of age (17 with parental approval)
- Clear criminal background check (DOJ and FBI; National Sex Offender Public Database).
- Submit current, clear TB (tuberculosis) test
- Must have at least a high school diploma or a GED by your start date
- Must either be a citizen, national, or lawful permanent resident alien of the United States
- Must not have more than 4 or more terms of service previously with AmeriCorps
- Organized, responsible, flexible, motivated and professional
- Ability to accept and incorporate constructive feedback from leaders and program staff
- Strong personal standards of excellence, ethics and integrity
- Must be able to adapt to change in work environment, accept criticism and feedback, effectively handle multiple tasks and competing demands, work cooperatively in group situations, and work actively to 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

- 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 willing to report safety violations and potential safety violations to appropriate supervisory or management personnel
- Meet the program essential job functions; reasonable accommodations available upon request