



## **Academic Mentor Position Boys & Girls Clubs of the Peninsula**

We're seeking POSITIVE, ENERGETIC LEADERS to help manage an innovative, technology-enhanced academic program for children ages 6-14.

**Location:** *Menlo Park*

**Salary Range:** \$11-\$13 per hour, DOE

**Job Classification:** Part-time, 20 - 25 hours per week September to June;  
Full time Monday – Friday for summer program (June - August -)

**Hours:** Fall after school hours, approximately 2:30 PM to 7:00 PM; Monday – Friday  
(Wednesday – begin 1:00); 9:00AM to 6:00 PM for Summer

### ORGANIZATION:

The Boys & Girls Clubs of the Peninsula (BGCP) is a place where youth from surrounding communities come after school to participate in a broad range of programs that inspire and enable each member to achieve his/her full potential. BGCP is the largest youth development organization on the San Francisco Peninsula with seven sites in East Palo Alto, Menlo Park and Redwood City. More than 1,200 active members participate in BGCP's academic, physical education, science & technology, social education and visual & performing arts programs. These programs are provided by a staff of over 100 professionals and a team of dedicated community volunteers.

### POSITION OBJECTIVE:

The purpose of this position is to tutor Club members in the SuccessMaker program and the homework assistance program as well as lead small group academic enrichment activities. All Club members receive homework assistance to help them complete their homework before participating in other club activities. SuccessMaker is an intensive, individualized tutoring program that allows children in 1st-8th grade to make rapid, measurable academic progress in math and reading through computer-assisted learning. Club members may elect to participate in a wide range of academic enrichment activities, including hands-on math and science activities and interactive book clubs. All academic programs rely on skilled, energetic mentors, who are positive role models. Academic Mentors are individuals committed to youth development who are dedicated to quality service, and capable of building positive relationships with youth.

### JOB DESCRIPTION:

Detailed responsibilities include:

#### Successmaker:

- Coaching 1st through 8th graders in the after school program daily in math and reading, to help build academic confidence, skills, and an interest in learning
- Assisting with other program features affecting student experience, including goal setting, incentives, field trips, small group enrichment classes and special events
- Performing administrative tasks such as phone calls to parents

- Supporting development of a staff team that is focused on quality service to families

### Homework Assistance:

- Tutoring 3-6 students simultaneously while controlling a studious environment
- Helping members ages 6-14 complete homework correctly
- Keep accurate records regarding participating members' attendance
- Contact parents with concerns about individual members' attendance and work habits, as well as academic abilities and needs.

### Enrichment Activities

- Work in a team with other academic staff to create lesson plans for engaging academic enrichment activities.
- Facilitate small group enrichment activities while maintaining a fun, yet productive environment.

### Club-wide Responsibilities

- Take pride and responsibility for the club's facilities
  - Within your work area:
    - Support Academic Director in keeping the academic area neat and organized. Decorate area with members' work and motivational pieces to create a space conducive to learning. Ensure that your area fosters physical and emotional safety.
    - Rearrange chairs and tables as appropriate for activities
    - Proactively monitor your area and equipment for potential maintenance needs. Communicate needs to UD and/or IT.
  - Within club:
    - Help keep signs and bulletin boards neat and current
    - Proactively communicate maintenance issues to Academic Director and /or Unit Director
- Support club-wide behavior standards and discipline policies
- Set high expectations for members and demand compliance
- Create positive atmosphere, foster teamwork and constructive exchange of ideas with peers. Be flexible in programming to support the overall mission of the club.
- Participate in executing club-wide events and fieldtrips as needed.
- Be respectful of other staff members' time by being prompt to scheduled meetings.
- Be flexible with hours as needed for the club to best serve its members. Focus on results and impact over hours.

### **Qualifications**

- Current or graduated college student with strong academic performance
- Experience working with children
- Maturity and strong communication skills
- Energy, leadership skills, strong initiative, should motivate through positive reinforcement
- Flexibility to work 20 - 25 hours each week, and available during after school hours
- Spanish language skills highly desirable

**TO APPLY:**

*Please email your resume and cover letter to [gayle@bgcp.org](mailto:gayle@bgcp.org). In your cover letter, please include information about your experience working with, and/or developing programs for, children. Also comment upon your Spanish language skills.*