



After School Mentor Positions Open Boys & Girls Clubs of the Peninsula School-Based Programs

We're seeking POSITIVE, ENERGETIC LEADERS to help manage an innovative, school-based after school academic program for students.

Location: Stanford New Schools - East Palo Alto Academy;
Ravenswood City School District – Flood School, Belle Haven Elementary School
Redwood City School District – Taft School, Hoover School

Salary Range: \$12-14 per hour, DOE

Job Classification: Part-time, 15-20 hours per week

Hours: Monday, Tuesday, Thursday, Friday 2:00-6:00 PM; Wednesday or Thursday 1:00 – 5:00 PM

Organization Description:

The Boys & Girls Clubs of the Peninsula's (BGCP) mission is to guide and inspire the youth of our community to develop the attitudes and life skills they need to achieve their potential.

BGCP is the largest youth development organization in Silicon Valley, actively serving over 1,000 youths at its clubhouses in East Palo Alto, Menlo Park, and Redwood City with 135 employees and a budget of \$4.8 million. It provides members with:

- A safe place to learn and grow
- Ongoing relationships with caring and capable adult professionals
- Life-enhancing programs and character development experiences
- Hope and opportunity

Program Description:

Boys & Girls Clubs of the Peninsula, in partnership with the Ravenswood City School District, Redwood City School District and Stanford New Schools, runs after school programs at five school sites: Flood Magnet School, Belle Haven Elementary School, Taft Elementary School, Hoover School and East Palo Alto Academy. These programs are designed to expand upon the school day by offering dynamic academic, cultural and recreational enrichment activities to students in grades K-8. Drawing on best practices in youth development and educational theory, staff guide students to build academic and life skills in a meaningful and fun context.

The school site programs run for 165 days during the school year from 2:00-6:00 (Wednesdays or Thursdays from 1:00-5:00). The staff at each site is comprised of a fulltime School Site Unit Director, a part time Assistant Director, credentialed teachers and academic mentors. The program also partners with other community based organizations to provide a well-rounded after school program

Program Goals:

- Increase students' academic achievement in reading and math
- Increase students' academic self-concept
- Develop positive academic behaviors
- Increase students' awareness of academic support from their schools, communities, their peers and adults
- Increase the ability of students in grades K-8 to chart an educational path
- Reduce delinquent behaviors (attendance, tardiness, suspensions)
- Increase students' ability to develop interest in a variety of cultural and recreational enrichment activities.

POSITION RESPONSIBILITIES:

Each after school mentor will be responsible for:

- Providing Homework Assistance and Academic Mentoring
- Delivering Academic Enrichment Classes
- Conducting Life Skills and Teambuilding Activities
- Leading Cultural/Recreational Activities

JOB DESCRIPTION:

Detailed responsibilities include:

Homework Assistance (4 hours per week):

- Provide homework assistance and mentoring to a group of 20 students daily
- Maintain a positive, studious work environment
- Keep accurate records regarding participating students' attendance
- Alert School Site Unit Director to concerns about individual members' attendance and work habits, as well as academic abilities and needs

Literacy Enrichment Activities (2-4 hours per week)

- Work collaboratively with the School Site Unit Director and Assistant Director to plan literacy activities using either the BELL curriculum or the nationally-acclaimed KidzLit curriculum (site dependent) and other curricula. For mentors working in BELL schools (Belle Haven, Flood, Taft):
 - Tutor scholars and help them to master grade-level skills in reading and writing, using the BELL After School Program curriculum.
 - Develop scholar goals and lesson plans for each scholar in the cluster.
 - Maintain scholar academic portfolios and submit to the School Site Unit Director as required.
 - Document observations and complete monthly Progress Report on all scholars.
 - Administer BELL reading and writing quizzes and assessments.
 - Ensure that academic and social goals are achieved for all scholars.
 - Collect and submit data for program evaluation.
- Lead 10-20 students in a literacy activity while maintaining a fun, yet productive environment.

Math and Science Enrichment Activities (1-3 hour per week):

- Work collaboratively with the School Site Unit Director and Assistant Director to plan math and science enrichment activities using either BELL curriculum or a combination of Club Zoom, Junior Achievement, Boys & Girls Clubs of America and other commercial curricula.
- Lead 10-20 students in math and science activities while maintaining a fun, yet productive environment.

Life Skills Activities (2 hour per week):

- Work collaboratively with the School Site Unit Director and Assistant Director to plan life skills activities based on Boys & Girls Clubs of America Curriculum.
- Conduct engaging life skills classes with a group of 20 students.

Cultural/Recreational Enrichment Activities (7 hours per week):

- Design and conduct high-interest, engaging cultural/recreational activities with groups of up to 20 students. Examples include: volleyball, watercolor painting, cooking. Build upon individual interests and talents and those of the students as well.

Other Responsibilities:

- Take pride and responsibility for program facilities
 - Within work area:
 - Support School Site Unit Director in keeping the program classroom neat and organized. Decorate area with members' work and motivational pieces to create a space conducive to learning. Ensure that the area fosters physical and emotional safety.
 - Proactively monitor the area and equipment for potential maintenance needs. Communicate needs to School Site Unit Director.
 - When using other classrooms or facilities on campus always leave the areas clean and as when first entered.
 - Help keep signs and bulletin boards neat and current.
 - Proactively communicate maintenance issues to School Site Unit Director or School Administrator.
- Support BGCP and school-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 BGCP
- Participate in executing special 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 program to best serve its members.

Mandatory Requirements:

- At least one year's experience working with children in an academic setting
- Current or graduated college student with at least 30 semester units
- Clear background check and history indicating fitness to work with children
- Negative TB Test results
- Current CPR/1st Aid certification (within 90 days of employment)

Other Qualifications:

- Maturity and strong communication skills
- Energy, leadership skills, strong initiative, ability to motivate through positive reinforcement
- Flexibility to work up to 20 hours each week; available during after school hours
- Spanish language skills highly desirable

TO APPLY:

Please email your resume and cover letter to Gayle Crossley, Human Resources Director at 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.