

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

We're seeking POSITIVE, ENERGETIC LEADERS to help implement programming at an innovative, school-based after-school academic and enrichment program for elementary and/or middle school students. The individuals in this position will gain experience supporting children in their educational and personal pursuits, providing first-hand training for a career in teaching, youth development, social work, or other youth- or community-support fields.

***Locations:***

Ravenswood City School District – Brentwood Academy, Belle Haven Community School

Redwood City School District – Taft Community School, Hoover Community School

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

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

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

***Organization Description:***

BGCP's mission is to guide and inspire the youth of our community to develop the attitudes and life skills they need to thrive. Every day after school and in the summer, children come to BGCP to gain a sense of belonging, have fun, and form positive relationships with caring mentors. In neighborhoods where more than half of youth drop out of high school, Club members learn the importance of education and become part of a community of learners, wanting and expecting to do well in school.

BGCP is the largest youth development organization in Silicon Valley, actively serving 1,400 youth in our clubhouses and school sites in East Palo Alto, Menlo Park, and Redwood City.

***Program Description:***

BGCP, in partnership with the Ravenswood City School District and the Redwood City School District, currently runs Center for a New Generation (CNG) after-school programs at four school sites: Brentwood Academy, Belle Haven Community School, Taft Community School, and Hoover Community School. CNG is designed to give students homework support, dynamic academic and enrichment activities that support and complement what is learned in school, and middle and high school preparation in order to improve their school outcomes and interest in learning. Drawing on best practices in youth development, staff members guide students to build academic and life skills in a meaningful and fun context.

Each CNG site's staff is comprised of a full-time School Site Unit Director, a full-time Assistant Director, a part-time Assistant Director, after-school mentors, and credentialed teachers. CNG partners with other nonprofits and volunteers to provide a well-rounded after-school program.

***Program Goals:***

- Increase positive academic behaviors
- Develop positive attitudes/youth development indicators
- Provide positive supports and opportunities for members
- Increase parent/guardian engagement and satisfaction
- Guide scholars to actively select their high school and enroll in college prep classes
- Increase scholars' academic achievement

### **POSITION RESPONSIBILITIES:**

Each after-school mentor will be responsible for managing a group of 12 to 20 students by:

- forming positive relationships with them.
- providing homework assistance and academic mentoring.
- developing (independently or in collaboration with the School Site Unit Director and Assistant Directors) and delivering lesson plans for academic enrichment classes in literacy, math, and/or science.
- leading an elective; *some past examples include healthy cooking, gardening, sports, robotics, leadership, visual arts, creative writing, drama, and recycling club*
- conducting life skills and teambuilding activities.
- communicating with parents, school staff, and the CNG leadership about individual members.
- maintaining a positive, safe, and productive work environment by ensuring that the classroom and any other spaces used are neat, organized, and foster physical and emotional safety as well as focused work.
- *for mentors working with the highest grade at the site (5<sup>th</sup> or 8<sup>th</sup>):* lead students in researching their public, private, and charter school options for the next level of schooling and assist them and their parents in the application and selection process.

Each mentor should also:

- create a positive work atmosphere and foster teamwork and constructive exchange of ideas with peers.
- set high expectations for all members and demand compliance.
- support BGCP and school-wide behavior standards and discipline policies with all students.
- be flexible in programming to support the missions of BGCP and the school.
- participate in executing special events and fieldtrips as needed.
- respect school property and always leave spaces as clean and organized as they were found.

### **Mandatory Requirements:**

- at least one year's experience working with children in an academic setting
- current or graduated college student with at least 48 units or ability to pass equivalency test
- cleared 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
- availability to work 15 to 20 hours each week during after-school hours
- Spanish language skills highly desirable

### **TO APPLY:**

Please email your resume and cover letter to Becky Spencer, Human Resources Director at [jobs@bgcp.org](mailto:jobs@bgcp.org). In your cover letter, please include information about your experience working with, and/or developing programs for, children. Also comment on your Spanish language skills.