



## Circle Mentor

# Mayor's Youth Workforce Experience (MYWE)

### Job Description

**Reports To:** MYWE Program Manager

**Training Dates:** May 1<sup>st</sup>-May 31<sup>st</sup>

*All training and programming is in-person. Attendance at training is a mandatory component for this role.*

**Program Dates:** June 3<sup>rd</sup>-August 2<sup>nd</sup>

*Must live in Baton Rouge with reliable transportation for the entire program*

**Pay Range:** \$15-17hr. up to 30hrs per week.

## OVERVIEW

The Circle Mentor position connects Scholars to positive role models, experiences which inform their development, and opportunities to learn new skills and gain knowledge supportive of life-long success. This position is critical in the delivery of the MYWE program model and requires individuals with character, high performance standards, initiative, and are themselves, life-long learners. The Circle Mentor provides direct communication to their IMPACT Circle of 15 Scholars.

## ESSENTIAL FUNCTIONS

- Create and manage master schedules of youth participants (i.e. Internship Time, Tool Time, Certifications, etc.).
- Work with the Program Manager to deliver important information to youth and their families regarding the operation of the program, delivery of services, and/or community wellness material.
- Create and manage timelines for the various assigned projects (completion of success projects, civic responsibility projects, etc.).
- Support the organization's strategic alliances and partnership.
- Fulfill duties delegated by Program Manager and Circle Mentor Coordinators.
- Attend and preside over meetings, workshops, seminars, mentor sessions related to the MYWE program for the selected Scholar Cohort.
- Actively participate in program planning sessions.
- Create presentations for meetings, workshops seminars, mentor sessions as required by the various projects.

## SCOPE OF JOB RESPONSIBILITIES

### - Relationship Development

A key element in positively contributing to the development of young people is establishing caring relationships. Superior to any other responsibility for this position is the ability for the Circle Mentor to help youth develop positive healthy relationships with adults who can help them make good decisions and successfully transition to life-long success. This requires a commitment on the part of the Circle Mentor to the time outlined in this job description, to preparation and to seeking resources which will address the specific needs of the youth assigned to their Cohort. Circle Mentors can expect to receive the necessary training and modeling to meet the basic requirements of the position. However, it is expected individuals will pull from their personal resources, utilize



their personality and commit to learning in an effort to exceed the basic expectations required to link young people to people, opportunities, and skills which will help them reach success.

***Enthusiasm, initiative, communication, organization, preparedness, and supportiveness are characteristics that are required for this role.***

- **Scholar Cohort Management**

Scholars will be divided into groups of 15. Circle Mentors will be responsible for managing the activities of all 15 Scholars in their group. Scholars will spend, on average, 16-24 hours at an internship site. In addition to their internship they will also attend weekly professional development sessions, titled Tool Time. A successful Circle Mentor will spend a minimum of 10 hours per week going on site visits to their Scholars Host Site and the remaining 15-20 hours will be spent in team meetings, trainings, preparing for Scholar sessions and utilizing the provided training, and prior knowledge, to enhance the experience for Scholars (many of whom may be new to the format). A successful Circle Mentor will model, at all times, the behavior he/she desires from the Scholars; alert Program Manager when there is a barrier preventing effective and clear communication to the Scholars or if a Scholar is having trouble attending their Host Site or Tool Time. Circle Mentors are called to be problem solvers and must be willing to share information which will improve program delivery. All Support Team members will rely on Circle Mentors to be the sole source of communication to and from Scholars. Additionally, Circle Mentors will be responsible for ensuring Scholars meet the minimum program requirements outlined and the evaluation of the Circle Mentors performance will be based on Scholar performance, the ability to meet deadlines on requests, and Scholar reported satisfaction with the program (measured by surveys).

- **Leadership and Development**

The role of the Circle Mentor is a key element in the success of the MYWE program but also should be viewed as an opportunity for personal growth and development for the individual serving in this important role. Through this experience, Circle Mentors will have access to a number of resources which will inform their personal resume. We invite those in this role to take advantage of the access, however, not before the youth and with full transparency. Circle Mentors are invited to submit official requests to the Program Manager for participation in certification courses and to be a part of non-cohort offered seminars and workshops. Approval to the request will be granted as space and resources allow and to the extent participation of the Circle Mentor does not prevent the participation of any Scholars. There will be opportunities to work on projects outside of the scheduled activities, but which are necessary in increasing the quality of the program. A successful Circle Mentor will share his/her gifts and talents through service in leadership positions to move these special projects to completion. Additionally, Circle Mentor should have a working knowledge of the key partners and sponsors and what they bring to the design, implementation and/or operations of the MYWE program.

- **Special Project/Event Team Committees**

The Circle Mentor serves on special project and event planning committees associated with program and agency events, as required. The level of involvement for each event will be determined on an individual project basis and will take into consideration the connection to the projects outlined in the job description, the workload at the time of implementation, availability of volunteers, etc.

## OTHER JOB DUTIES



- Provides data entry regarding Scholar participation, approval on completion of success projects, Scholar evaluations and notes related to individual performance.
- Works with the Support Team to define/enhance access to training/professional development resources.
- Accepts all other duties as assigned by the Program Director or Program Manager to promote the mission of the organization.

## JOB QUALIFICATIONS

- College graduate or currently working toward a college degree. Minimum three years' experience in youth development programs, after school or summer enrichment activities or related experience working with high school youth.
- Excellent verbal communications; strong organizational skills; ability to meet demanding deadlines; ability to handle multiple projects with ease.
- Work independently and in a group; self-starter.
- Desirable personality traits: enthusiasm, adaptability, dependable, strong work ethic, great communicator.
- Experience working within a volunteer-structured system is helpful.

**Potential Applicants Send Cover Letter and Resume to:**  
**Maliah Mathis, Program Manager**  
[maliah@bigbuddyprogram.org](mailto:maliah@bigbuddyprogram.org)  
Please include "Circle Mentor (MYWE)" in the email subject line.