



## Summer - IMPACT Circle Mentor Job Description

### **Part-time Position (up to 30 hours per week)**

**Reports To:** Experience Team Program Manager

**Organization Membership:** Experience Team - Frontline Site Staff

**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*

### OVERVIEW

Circle Mentors promote the mission of the Big Buddy Program by assisting in the management of programs, services, and activities at partner school sites, maintaining positive classroom behavior and the general day-to-day organization of the afterschool program. Circle Mentors connect Scholars/Youth 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 program model and requires individuals with character, high-performance standards, initiative, and those who value life-long learning. Circle Mentors provide direct facilitation of the Scholar PODs (groups of youth), maintain the master schedule, prepare Scholars/Youth for Mentor interactions, and work collaboratively with other Big Buddy Teams to ensure agency fidelity and accurate documentation of the progress made toward established goals and objectives.

### ESSENTIAL FUNCTIONS

- Safeguard all participants in the program by following student policies and procedures daily and communicating any barriers to successfully implementing procedures to the Site Coordinator immediately.
- Provide a fun, engaging and psychologically safe environment for all youth in the program.
- Follow program design and grant requirements including ensuring attendance at all events, afterschool, and in-school programs is documented.
- Assist youth in assignment completion and enrichment activities as outlined in the program design.
- Communicate program design, goals, and mission to school officials, school staff, community partners, and parents.
- Follow the weekly schedule that outlines times for various activities (i.e. academic enrichment activities, mentor group, enrichment courses, special activities, 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, manage, and/or follow timelines for the various assigned projects, including ensuring program announcements are distributed, permission forms are distributed to parents and returned to Site Coordinators.
- Fulfill duties delegated by Program Manager/Site Coordinator and/or Site Lead.
- Attend meetings, workshops, seminars, and/or mentor sessions related to the designated program.



- Actively participate in program planning sessions.

## 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 Program Advisor 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 IMPACT Circle. Circle Mentors can expect to receive the necessary training and modeling to meet the basic requirements of the position. ***Enthusiasm, initiative, communication, preparedness, and supportiveness are characteristics that are required for this role.***

### IMPACT Circle Management

Circle Mentors will be responsible for managing the activities of all 15 Scholars/Youth in their IMPACT Circles. Most activities will be done as a group at a scheduled time (homework time, enrichment, Mentor time, SEL time), and the Circle Mentor maintains the group's schedule and manages behavior. A successful Circle Mentor prepares Scholars /Youth for their sessions utilizing the provided training and prior knowledge to enhance the experience for Scholars/Youth. Successful Circle Mentors model, always, the behavior he/she desires from the Scholars/Youth when interacting during the after-school program. Circle Mentors are called to be problem solvers and must be willing to share information which will improve program delivery. All Experience Team members will rely on Circle Mentors to be the sole source of communication to and from Scholars/Youth. Additionally, Circle Mentor's performance will be based on Scholar/Youth engagement, the ability to meet deadlines on requests, and Scholar/Youth reported satisfaction with the program (measured by surveys).

### Leadership and Development Opportunity

The role of the Circle Mentor is a key element in the success of the program but also should be viewed as an opportunity for personal growth and development for the individual serving in this important role. Though this experience, the Circle Mentor will have access to several resources which will enhance their personal resume. We invite those in this role to take advantage of the access, however, not before the youth and with full transparency. There will be opportunities to work on projects outside of the scheduled activities which are necessary to increase 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. Also, Circle Mentors should have a working knowledge of Big Buddy key partners/sponsors and what they bring to the program's design and implementation.

### Special Project/Event Team Committees

Circle Mentors serve on special projects 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/Youth participation, approval on completion of success projects, Scholar/Youth evaluations and notes related to individual performance.
- Works with Support Team to define/enhance access to training/professional development resources.
- Accepts all other duties as assigned by the Program Director or Program Manager which promotes the mission of the organization.

## JOB QUALIFICATIONS

- Required availability May 1st – August 2024; Monday - Friday 8:00 am to 6:00 pm (Schedules may vary).
- College graduate or currently working toward a college degree
- Minimum three years' experience in youth development programs, afterschool or summer enrichment activities or related experience working with elementary school youth
- Experience working with groups of youth in a structured setting
- 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, dependability, strong work ethic, great communicator
- High level of computer proficiency (Experience with Microsoft Applications preferred)
- Experience working within a volunteer-structured system helpful.

**Potential Applicants send Cover Letter and Resume to:**

**[bigbuddy@bigbuddyprogram.org](mailto:bigbuddy@bigbuddyprogram.org)**

**Please include "SUMMER Circle Mentor Applicant" in the email subject line for consideration.**