



Job Title:	Youth Mentor I	Job Category:	Part Time, Non-Exempt
Department/Group:	Youth Mentorship Program	Job Code/ Req #:	01
Location:	To be determined	Travel Required:	Yes to site locations
Level/Salary Range:	\$12 during 90-day probation period; \$13/ hr. afterwards	Position Type:	Temporary, part time to start
HR Contact:	Cathy Trang	Date posted:	July 15, 2015
Training Applicant(s):	Training Will Be Provided	Posting Expires:	OPEN UNTIL FILLED
Work Hours:	Weekdays 2pm to 5pm; additional 2 hours for minimum days; 12 to 20 hours a week		
Work Dates:	Follows the school calendar of each particular school district		

Applications Accepted By:

E-MAIL: SEND US YOUR COVER LETTER AND RESUME

info@ttcaskf.org Subject Line: Youth Mentor I

YOU MAY FILL OUT OUR ONLINE APPLICATION ON OUR WEBSITE.

Job Description

ASSIGNMENT: UNDER THE SUPERVISION OF THE ASSISTANT PROGRAM COORDINATOR (APC), THE YOUTH MENTOR I WILL ASSIST IN GUIDING AND HELPING YOUTHS AGED 5 TO 11 WITH HOMEWORK AND ACTIVITIES. LEAD OR ASSIST IN EXECUTING THE LESSON PLAN AND DAILY/WEEKLY GOALS. SUPERVISE AND ENSURE SAFETY OF PARTICIPANTS. ASSIST IN GENERAL HOUSEKEEPING OF THE PROGRAM SPACE (CLEANING; PUTTING EQUIPMENT AWAY; LOCKING DOORS, ETC.) REPORT ANY CONCERNS OR QUESTIONS TO APC.

QUALIFICATIONS AND EXPECTATIONS:

- **MUST BE 18 YEARS OLD AND A HIGH SCHOOL GRADUATE; AA DEGREE OR HIGHER DESIRED**
- **MUST HAVE A SINCERE DESIRE TO WORK WITH YOUTH AGES 5 TO 11; PRIOR EXPERIENCE WITH YOUTH DESIRED**
- **MUST UNDERSTAND OUR VISION AND MISSION**
- **SHOW GOOD JUDGMENT IN REGARDS TO THE BEST INTEREST OF THREE TREASURES AND THE STUDENTS**
- **MUST HAVE A STRONG DESIRE TO IMPROVE AND BE ABLE TO HANDLE CONSTRUCTIVE CRITICISM**
- **MUST BE ABLE FLEXIBLE ENOUGH TO HANDLE OUT OF THE ORDINARY SITUATIONS**
- **6 MONTHS PRIOR EXPERIENCE IN CUSTOMER SERVICE IS DESIRED**
- **MAINTAIN A PROFESSIONAL DEMEANOR AT ALL TIMES TO ENSURE THREE TREASURES' POSITIVE IMAGE IS UPHELD**
- **CAN INTERACT WITH CHILDREN AND ADULTS IN A PROFESSIONAL MANNER**
- **MUST BE HIGHLY DEPENDABLE AND HAVE RELIABLE TRANSPORTATION**
- **MUST HAVE WARM AND FRIENDLY PERSONALITY WHILE HAVING SENSITIVITY TO MEET THE NEEDS OF A DIVERSE POPULATION**
- **WILLINGNESS TO FULFILL JOB RESPONSIBILITIES ACCORDING TO PROGRAM AND THREE TREASURES STANDARDS AND GOALS**
- **VISUAL AND AUDITORY ABILITY TO RESPOND TO CRITICAL SITUATIONS AND PHYSICAL ABILITY TO RESPOND IN AN EMERGENCY**
- **PHYSICAL ABILITY TO LEAD OR ASSIST ACTIVITIES SUCH AS SPORTS AND CURRICULUM ACTIVITIES**
- **WILLINGNESS TO LEARN ACTIVITIES YOU MAY NOT BE FAMILIAR WITH (ABACUS, CHINESE CHESS, ETC.)**
- **SERVE AS A POSITIVE ROLE MODEL FOR STUDENTS AND POSITIVE REPRESENTATIVE OF THREE TREASURES**
- **ACHIEVE CPR/1ST CERTIFICATION WITHIN 30 DAYS OF HIRE; NEGATIVE TB TEST; CRIMINAL BACKGROUND CHECK REQUIRED**

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	