



Job Title:	Youth Mentor II	Job Category:	Non-Exempt
Department/Group:	Youth Mentorship Program	Job Code/Req#:	02
Location:	To Be Assigned	Travel Required:	Yes to site locations
Level/Salary Range:	\$13 /hr. during 90-day probation period; \$15/ hr. after	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 12pm to 530 (approximately 20 to 22 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 II	YOU MAY FILL OUT OUR ONLINE APPLICATION ON OUR WEBSITE.
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Job Description

ASSIGNMENT: UNDER THE SUPERVISION OF THE ASSISTANT PROGRAM COORDINATOR, THE YOUTH MENTOR II LEAD MOST OF THE IN-CLASS ACTIVITIES. YOU WILL EXECUTE THE DAILY LESSON PLANS, TAKE ATTENDANCE, CHECK OFF THE STUDENTS' HOMEWORK, AND PROMOTE OUR EVENTS TO THE PARENTS. YOUR FIVE MOST IMPORTANT AREAS OF FOCUS ARE SAFETY OF THE STUDENTS, COMPLETION OF HOMEWORK, QUALITY CONTROL OF THE ENRICHMENT CLASSES BEING TAUGHT, CONSISTENTLY ENGAGING AND CONNECTING WITH PARENTS, AND UPHOLDING OUR ORGANIZATION CORE VALUES. YOU WILL WORK CLOSELY WITH THE APC IN ENSURING THERE IS NO MISCOMMUNICATION BETWEEN TTCAS, THE SCHOOL AND THE PARENTS. YOU WILL ALSO GIVE GUIDANCE TO THE YOUTH MENTOR I'S. THIS POSITION IS AN AUDITION FOR THE ASSISTANT PROGRAM COORDINATOR POSITION AND AS SUCH WILL REQUIRE YOU TO OCCASIONALLY ASSUME THE ROLE OF AN APC SHOULD THE NEED ARISE.

QUALIFICATIONS AND EXPECTATIONS:

- **MUST BE 21 YEARS OLD AND A HIGH SCHOOL GRADUATE; AA DEGREE OR HIGHER DESIRED; OR EQUIVALENT EXPERIENCE**
- **MUST UNDERSTAND TTCAS VALUES AND PHILOSOPHY (TO BE EXPLAINED AT 1ST MEETING)**
- **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**
- **1 YEAR 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' POSITIVE IMAGE IS UPHELD**
- **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**

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