

# Redwood City PAL Youth Mentor Job Description

## **Job Brief**

Youth Mentors (YM) work directly with an assigned group of approximately 20 students, to provide a safe, responsible, well-supervised after-school program while acting as a positive role model, coach, tutor, and mentor. Youth Mentors must have a genuine interest in the growth, development, and provision of a safe, nurturing, and fun environment for the students they teach. A mentor's ability to establish authority through leadership, communication, and most importantly patience, will be required in giving our students the stability and nurturing atmosphere they need to succeed.

The YM is responsible for co-planning and implementing lessons that meet Redwood City PAL and California Common Core standard requirements. Youth Mentors are responsible for preparing an engaging and creative learning environment, establishing a positive rapport with members, their families, co-workers, and preparing materials and supplies.

## **Major Responsibilities:**

- Carry out the mission, vision, and values established by the PAL Directors in all job-related activities.
- Establish an institutional community culture of supportive learners of all programs
- Ensure all program operations are carried out in an appropriate, timely, and safe way.
- Provide a safe, responsible, well-supervised after school program while acting as a positive role model, coach, and mentor
- Always remain legally compliant with the organization's bylaws and program rules.
- Responsible for preparing an engaging and creative learning environment and preparing materials and supplies for lessons.

## **Related Duties:**

- Ability to create and implement fun and engaging developmentally appropriate activities in the areas of common cores, character development, project-based learning, STEAM, fitness and recreation, academics/enrichment.
- Plan and implement a variety of daily recreational and enrichment activities that align with RCPAL themes for groups; continually interfacing with members, volunteers, staff, and parents.
- Ability to lead and supervise small and large groups by recognizing potential issues and applying established PAL procedures and problem-solving methods as needed.
- Ability to observe member behavior, assess its appropriateness and apply appropriate behavior management techniques, positive redirection, or appropriate corrective action as necessary to support members in making positive behavior choices.
- Accurately complete and submit time cards, incident reports, rosters, receipts, and other program-related materials in accordance with PAL policy.
- Identify student needs and communicate to the Student Services Coordinator or Admin Staff.
- Assists Student Services Coordinator and Admin staff in scheduling guest speakers, clinics, excursions relevant to the program.
- Evaluate the program daily to suggest an improvement, needs, hazards, and/or trends to Student Services Coordinator or Admin Staff for further evaluation.
- Observe members daily to check for bruises, cuts, scrapes, rashes, or other indications of injury or illness to report to the Student Services Coordinator or Admin Staff for further evaluation.
- Set a positive example in food selection, exercise, personal habits, and attitudes.
- Responsible for the designated group of youth for the duration of the program or until a replacement program mentor arrives – never leave a group unsupervised.

- Responsible for immediately reporting and documenting any and all injuries or incidents utilizing established PAL procedures for notification to the Student Services Coordinator, Admin Staff, and parents.
- Demonstrate reliability and punctuality by arriving on time for scheduled shifts.
- Attendance and participation at all required staff meetings, training, and development activities.

### **Learning Environment:**

- Lead a group of approximately 20 students in an instructional setting, maintaining high standards for behavior and safety.
- Ability to develop and implement age-appropriate activities.
- Serve as a positive adult role model for children in the program through appropriate dress, speech, attitude, and courtesy.
- Create an engaging environment that fosters a sense of belonging for youth.
- Identify member needs and communicate to Student Services Coordinator and Admin Staff.
- Maintains cleanliness in all program areas; assist with the setup and breakdown during program day to contribute to ongoing maintenance in an effort to keep the school or community site clean and orderly.
- Maintain student safety by ensuring that members are scanning in and out of the program and maintaining an accurate program roster daily.
- Maintain accurate member attendance rosters with roll call and continuous group counts
- Ensures age-appropriate conversations among members and staff; promote good manners and encourages common courtesies among members and staff.

### **Requirements:**

- Program Specialists are expected to actively work, monitoring RCPAL members at all times.
- Assist in keeping the site clean, including cleaning tables, mopping, and vacuuming.
- Provides support for the daily snack/meal program including preparation, serving, clean up, and maintaining accurate meal records for daily reporting.
- Possess reliable transportation to and from PAL Building.
- Maintain the highest degree of confidentiality in staff and member matters.
- Adherence to all organizational site policies and procedures.
- Appropriate and pre-approved authorization from the Administrative Office of ALL forms, activities, and permission slips.
- Any additional duties related to the afterschool program as assigned by the Student Services Coordinator and Admin Staff.

### **Requirements:**

- Experience working with youth in a classroom, after school, or recreation environment
- Strong Math and English skills (K-12)
- Excellent communication skills with all levels of the organization
- Knowledge of organizational effectiveness and classroom management
- Knowledge of G Suite including Google Meets and Zoom
- Avid digital workspace skills: Microsoft Office, Outlook, Google Docs, Databases, Canva, Adobe Suite, Salesforce, etc. (Training available)
- Leadership ability
- Sensitive to the cultural needs of the population served
- Outstanding organization skills
- High School Diploma or GED required.

**Special Requirements:**

- Must have valid California Driver's License
- Must have TB Clearance and be tested every two years.
- Must be CPR trained, certified, and keep certification current (training can be provided).
- Must be fingerprinted (provided by RCPD if needed)

**Salary:**

- Hourly wage \$19.00-\$24.00 Based on experience.

**How to Apply:**

Please email your cover letter and resume to:

Jade Martinez- Associate Director

[jade@redwoodcitypal.org](mailto:jade@redwoodcitypal.org)

650-556-1650

