

Open Doors Academy Mentoring Coach

Open Doors Academy is currently seeking part-time (24hours/week) Teen Coaches to serve as a mentor and educator to middle school aged youth during out-of- school enrichment programming.

Position: Mentoring Coach

Reports to: Program Coordinator

Purpose: To protect, inspire, nurture, and challenge middle school aged youth to reach their full potential, by building strong, caring relationships, in a safe and structured environment.

Role and Responsibilities:

Programming

- Support Program coordinator in implementing daily programming five days a week coordinating students around various activities including homework help and enrichment activities.
- Help students develop academic and social tools to be more successful in the classroom.
- Guide students through curriculum designed to increase math and reading skills, support organizational skills, and assist with homework completion.
- Carry out programming that engages youth in hands on interactive experience gauged towards building life skills, social development, leadership, career exploration, and character building.
- Responsible for tracking data on 10-12 youth throughout the year
 - Provide support and assistance to the program coordinators and community volunteers who share their professional skills or personal interests with students.

Administrative Responsibilities

- Assist Program Coordinator in meeting with teachers, sitting in on classrooms during the school day, collecting missing assignments, and tracking student benchmarks.
- Track attendance, homework completion, academic improvement, and behavior on a daily basis.
- Work in collaboration with community partners in further strengthening the programming of the organization
- Meet with families on a bi-weekly basis, determining current needs, and supporting families through middle school transitions
- Assist with ODJFS Licensing requirements and other administrative responsibilities as assigned.

- Support program coordinators in producing engaging lesson plans, manage student behavior, track student growth, and properly implement programming
- Build supportive and caring relationships with youth and their families

QUALIFICATIONS

- Demonstrated experience with and commitment to education and community-based learning
- Relevant experience working with middle school aged youth and demonstrated ability to engage youth between the ages of 11 and 14
- Proven ability to engage and organize peers and other adults to meet program goals
- Strong verbal and written communication skills
- Demonstrated time and project management skills in a fast-paced environment
- Demonstrated commitment to teamwork and collaboration with diverse groups of people
- Able to provide and receive constructive feedback; open to coaching
- Embodiment of Open Doors Academy's values: Challenge, Inspire, Nurture, and Support
- Sense of humor

To Apply:

To apply for this position, please submit a cover letter, resume, three references, and salary expectations to humanresources@opendoorsacademy.org. Please include the job title the subject line of the email. Thank You. Resumes will be accepted through August 1, 2010.