Andy Roddick Foundation Summer Learning Program
Mentor Job Description

Job Title: Summer Learning Program Mentor
Reports to: Program Associate and Senior Program Manager
Wage/Salary: $15.00 per hour
FLSA Exempt/Non-Exempt: Exempt
Location: Various
Dates: June 1-July 22 (July 3 off)

Position Summary
To mentor and supervise the students in the Andy Roddick Foundation Summer Learning Program. Mentors are responsible for the routine supervision, health, and safety of an assigned group of children. Enthusiastic, caring Program Mentors are an integral part of our program and the primary caregiver of the children enrolled. As role models, Program Mentors are selected based on desire to build relationships with the campers, flexibility, enthusiasm, creativity, and positive attitude. Program Mentors actively assist in preparing for and implementing of weekly activities. Mentors must foster positive relationships with children, families, and other staff while exemplifying the Foundation’s goals and values.

Program Description
The Andy Roddick Foundation’s mission is to work with our community to expand opportunities for young people to learn, thrive, and succeed. To that end, the Foundation operates a six-week summer learning program with the goals of 1) engaging students in new opportunities, 2) building persistence and perseverance in students, and 3) combating summer learning loss to ensure students are ready for school in the fall. The program is a blend of sports, academic, and arts activities, all designed to build resiliency in students so they have career aspirations and the persistence to get them there. Building these skills early will set students on a path to become successful, engaged community members and leaders.

Students leaving grades kindergarten through 5th are eligible to attend the summer learning program at Pecan Springs Harris Elementary, or Hart schools, all Title I schools. Students are divided into small groups, with one consistent Mentor to support activities, ensure safety, and promote achievement in the students. Using small group and SEL approaches, students build strong mentoring relationships with adults while experiencing a cycle of effort, performance, and feedback in a supportive environment to ensure they set and achieve their goals.

Essential Functions
- Build positive relationships with and serve as a positive role model for all students and staff
- Direct, supervise, and guide a small group of elementary students on site and field trips
- Manage student behavior, as needed using Responsive Classroom practices to support student behavior
- Support in the teaching of various educational and recreational activities under the direction of Instructors and Coaches
- Serve as a positive role model to all students
- Ensure that camp program rules are observed
- Be actively involved with students during program activities, including physical activity (e.g., running, jumping, etc.)
- Apply basic child development principals through communication, relationship development, respect for diversity, and involvement and end empowerment of children

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Ensure safety of student and staff through proper use of program and school facilities, equipment, and materials
- Maintain positive family, staff, and community relationships including proving weekly positive feedback to parents/guardians
- Actively participate in staff trainings and meetings
- Effectively communicate with other staff and leadership team
- Participate in program evaluations and continuous improvement activities
- Work towards common vision and mission of program
- Other duties as assigned.

Qualifications and Requirements
- Must be at least 18 years of age
- Some college course work completed in education or related field
- Experience working with elementary students encouraged
- Passionate about teaching and learning
- Flexible, creative, and enthusiastic mentor to students and other staff
- Excellent communication and organizational skills, a cooperative attitude, and the ability to work with and understand the needs of a diverse group of children
- Ability to and interest to support various hands-on, discovery-based learning activities focused on STEAM, SEL, and literacy
- Ability to communicate and work with a variety of age and skill levels
- Creativity and adaptive thinking to match objectives, learning strategies, and instructional plans with children’s abilities
- Must be able to pass criminal history background check, Sex Offender Registry Check, and references
- Bilingual English/Spanish encouraged
- Must be available for all staff trainings and entire duration of program
- Must be able to obtain or be certified in First Aid/CPR (training provided by the Foundation)

Physical Demands/Work Environment
- Ability to be flexible to varying activities
- Ability to maintain emotional control under stress particularly with student’s behavioral and disciplinary issues
- Ability to read, write, and communicate both verbally and in written form to express and exchange ideas
- Physically able to maintain constant supervision of students and participate in planned activities
- Ability to work outside in various settings and environments, primarily in the heat
- Ability to actively participate in recreational and physical activities with children (e.g. running, jumping, lifting, etc.).
- Ability to physically assist students in an emergency
- Ability to interact with students in a variety of settings

To Apply
Submit cover letter, resume, and contact information for three professional references to brigid@arfoundation.org

Equal Opportunity Employer
Nothing contained in this job description should be construed as an offer or guarantee of employment.

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