

FARM IN THE CITY

2008 Job Description

Youth Mentor

Primary responsibilities

The Youth Mentor will function as a group leader and as a member of the instructional team. The Youth Mentor will ensure children's safety, education, and enjoyment during the children's participation in the Summer Program.

Terms, Hours and Compensation

This is an exempt, salaried, seasonal, part-time position.

The Summer Program begins June 16, 2008 and ends July 25, 2008 (six weeks), and runs Monday through Friday, 9:00 a.m. to 3:00 p.m. As part of the instructional team, you will be required to spend additional orientation and preparation time before and after the program begin and end dates, and before and after regular program hours.

Salary is \$2,550.00

Reports to: Summer Program Director

Location: Concordia University and Dunning Recreation Center, St. Paul, Minnesota

General Responsibilities

- Function as a steward of the environment in creation of a healthier community
- Ensure that all participants are treated with respect, having fun, working as a team, and reaching their individual potential
- Collaborate with Summer Program staff to ensure that all participants are safe, actively engaged in learning, and participating in the curriculum
- Actively participate in all Summer Program activities
- Attend all meetings and trainings for staff, parents and children

Specific Responsibilities

- Assume responsibility for a group of children
- Actively engage as a member of the instructional team, assisting other team members as requested
- Supervise your assigned group of children during out-of-class time
- Function as a mediator to resolve any conflicts within your group, introducing problem-solving tactics as needed
- Foster cooperative relationships among teachers, staff, children, parents, and the community
- Contact parents—in person or by phone—within two days of a child's first day at camp to receive feedback and remind parents of Friday afternoon wrap-up
- Assist with facility and grounds cleanup

Requirements

- College student
- Demonstrated ability to act as positive role model
- Interest in gardening, art, science and education
- Ability and willingness to work with elementary-age children
- Strong interpersonal, time management, and communication skills
- Ability to self-direct and work independently
- Effectively and tactfully work with diverse groups of people in a team situation