



## ENCHANTED EDUCATION

### Youth Mentor Job Description

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<b>Title:</b>	<b>Youth Mentor</b>
<b>Pay Rate:</b>	<b>\$20.00 hour</b>
<b>Reports To:</b>	<b>Site Lead</b>
<b>Status:</b>	<b>Part- Time</b>
<b>Hours:</b>	<b>Approximately 15-20 hours per week, Monday - Friday, scheduled between the hours of 1:00pm and 6:00pm.</b>
<b>City:</b>	<b>San Bernardino</b>

#### **JOB SUMMARY:**

The Youth Mentor at Enchanted Education plays a critical role in fostering a supportive and enriching environment for students in our after school program. This individual will guide, inspire, and support young learners, helping them develop academically, socially, and emotionally. The Youth Mentor will provide support in the engagement of students in a variety of activities, providing homework assistance, mentorship, and facilitating enriching extracurricular activities. The description is intended to provide an overview of the responsibilities and qualifications of the position. It is not an exhaustive list of duties, and the role may evolve over time.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide mentorship and guidance to students.
- Create an engaging environment that fosters a sense of belonging that students want to be in.
- Support students in making positive behavior choices.
- Identify student needs and communicate to the Site Lead and Quality Assurance Coach (QAC).
- Establish positive and nurturing relationships with students.
- Act as a role model, demonstrating positive behaviors and attitudes.
- Encourage and motivate students to reach their personal and academic goals.
- Support the Implementation of positive behavior management strategies.
- Address behavior issues promptly and fairly, in accordance with program policies.
- Foster a respectful and inclusive environment for all students.
- Collaborate with program staff to plan and improve program activities.
- Other duties as assigned.

#### **EDUCATION and REQUIREMENTS:**

- Experience working with young children and the ability to inspire and motivate.
- Must be 18 years of age or older and provide proof of a High School diploma or G.E.D. Required.



- Additionally, 48 college semesters or 60 college quarter units are required and/or by passing an Instructional Aide Test (NCLB/ESSA).
- Ability to speak and write standard English appropriate in a public school setting.
- Ability to stand for up to 3 hours at a time.
- Physically able to interact with students.
- Bilingual (English/Spanish) required.

#### **BACKGROUND CHECK/TESTING/CERTIFICATION:**

- Must pass Live Scan (criminal background check via fingerprinting).
- Provide a clear Tuberculosis test.
- Drug Testing.
- CPR/First Aid Certification.

#### **SUPERVISORY RESPONSIBILITIES:**

- This position requires the supervision of children.

#### **TRAVEL:**

- Travel may be required; a valid driver's license and reliable transportation needed.

#### **PHYSICAL DEMANDS:**

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Standing, walking, and moving quickly.
- Sitting on the floor and returning to a standing position.
- Considerable long periods of physical activity.
- Requires some physical work; kneeling, bending, squatting, lifting, pushing, pulling, or carrying objects or children.
- Lifting and moving up to 50 pounds.
- Physical work is a primary part (more than 70%) of the job.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, and depth perception.
- Hearing within the normal range is required.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.



Enchanted Education is an equal opportunity employer and is committed to fostering a diverse and inclusive workplace. We encourage individuals from all backgrounds to apply.

**ADA:**

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

**ENCHANTED EDUCATION EMPLOYMENT STATEMENT:**

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Enchanted Education’s at-will employment duties and responsibilities are subject to the Enchanted Employee Handbook.

The employee signature below indicates the employee understands the requirements, essential functions, and duties of the position.

Print Name:
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Signature:	Date:
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