



*Girls Leading Our World*

Job Description: Mentor

FLSA Status: Non-Exempt Reports to: Program Specialist

**SUMMARY:** Mentors are matched with 4-5 girls (students in grades 5th to 12th grade) per day for a minimum mentorship period of one school year (Sept to June). Mentors work to create community, friendship, emotional safety and trust for the girls placed in their groups. Mentors learn, interpret and follow weekly lesson plans and activities contained in the *WAY TO GLOW* and *HERSTORY* curricula. Mentors provide support to an on-site facilitator, participate in program activities & work to build community among all youth and mentors in the program. A preparatory meeting and debrief before and after each daily session is required and some note-taking/reporting is also required. The mentor is expected to share ideas and concerns and to work with the facilitator and program specialist to determine solutions to any problems that may arise.

#### MENTORS:

- Actively engage girls in program activities;
- Lead small group discussions;
- Prepare and lead as well as participate in small group activities, which could include movement, art, and literacy based projects;
- Support set-up and take down of program supplies and materials as needed at the given site;
- Ensure that the site is kept clean, organized, and free of litter;
- Know, enforce, and follow all safety guidelines associated with the program areas. This includes but is not limited to being responsible for and aware of the mentees in your small group;
- Regular trainings are required as well as some community outreach;
- Standing and sitting on the floor is expected of those physically able to do so;
- Learn and understand emergency procedures associated with the program site;
- Greet new arrivals to activities, introduce them to other participants, explain facility rules, and encourage participation;
- Confer with staff to resolve any complaints or concerns of program participants.

#### QUALIFICATIONS - REQUIRED:

- Ability to follow direction from facilitator in assisting as well as leading and implementing program activities (an interest in poetry, studio and therapeutic arts and social emotional learning activities is highly desired);
- Ability to consistently attend weekly program shifts without absences toward cultivating strong relationships;
- Strong reading, leadership and communication skills;
- Sincere interest and desire in working with tween and teen girls;
- Sensitivity to issues facing girls and women;
- Sensitivity and respect for student participant's neighborhood, culture, community and diverse lifestyles;
- Ability to interact professionally with program and site staff.

#### REQUIRED UPON HIRE:

- Completion of Non Harassment Training, and Mandatory Reporters training, TB Skin Test and background check



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**TIME COMMITMENT AND PAY:**

- Pay is \$11.00/hr for undergraduates and for college graduates pay is \$12.75/hour
- Each weekday program is a 3 to 4 hour time commitment, including prep, set up and debrief

**TO APPLY:**

- Complete the mentor application in our database here:

[https://fw.civicore.com/ggr/publicLogin/index.php?section=application&action=application\\_mentor&fwID=4](https://fw.civicore.com/ggr/publicLogin/index.php?section=application&action=application_mentor&fwID=4)

**\*\*Please attach a current resume through the above link, you may disregard the following application sections:  
Work History and References\*\***

- In addition to the above application, please send a brief 1-2 paragraph introductory email to [carriecook@globalgirlsglow.org](mailto:carriecook@globalgirlsglow.org) stating why you are interested in the mentoring position.
- Please include in the email which of the below times match your availability in Los Angeles for the complete 2016 - 2017 school year:

Monday 4:00p - 8:00p (Highland Park)

Tuesday 1:00p - 4:00p (Van Nuys)

Friday 2:30p - 6:00p (Elysian Valley)

- Both the civicore application link and emailed materials must be submitted by Sept. 9th, 2016

Contact Carrie Cook at [carriecook@globalgirlsglow.org](mailto:carriecook@globalgirlsglow.org) or Jenny Fairchild at [jenny@globalgirlsglow.org](mailto:jenny@globalgirlsglow.org) with any questions.

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