



Partners in Routt County (PRC) School-Based Mentor Position Description 2016-2017



VISION: All Routt County youth will be empowered to live healthy, productive lives, to contribute to their community and to successfully pursue their dreams.

MISSION: To make a positive difference in the lives of Routt County youth by facilitating one-to-one partnerships between adult volunteers and youth.

TWO MAIN PROGRAMS

- **Community Based Mentoring:** Matches at-risk Routt County youth between the ages of 6-17 with a community-based volunteer mentor for a minimum of one year
- **School Based Mentoring:** Places 10 full-time mentors in 9 of Routt County's Public Schools and ranging from elementary to high schools who each provide one-to-one mentoring to 10 students and intentional in-school and after-school programming to all students in the school

TERM OF SERVICE

- **Start Date:** Monday, August 22, 2016
- **End Date:** June 9, 2017
- Average hours per week: 43 hours
- Complete 1,700 hours of direct service

SERVICE POSITION TITLE & SUMMARY

Position: AmeriCorps School Based Mentor

Summary: AmeriCorps School-Based Mentors will be placed full-time in 9 public schools within Routt County, ranging from elementary to high schools. Mentors will work in the schools Monday-Thursday, with Fridays being reserved for ongoing trainings. In the schools mentors will be expected to identify a caseload of 10 target students which fit an "at-risk" criteria (i.e. low income, behavior management issues, child of substance abuse, single parent household, low academic performance, etc.), and will be expected to maintain a caseload of 9 students throughout the year. During the course of the school year, mentors will spend time with each of their target students for at least 1 hour per week. Mentors will spend time with their students in and out of the classroom, building rapport with them, and encouraging adult bonding.

Additionally, mentors will be expected to log hours and maintain case notes for their students in the database tracking system, Mentor Core. Mentors will also be expected to create Individualized Mentoring Plans (IMPs) with their students focusing on goals they will continue to work on over the course of their time together. Mentors will be expected to make quarterly updates to school staff and parents on progress their target students make and concerns that need to be addressed.

Mentors are also expected to provide in and after school programs for any students to attend. At least 1 of these programs will be academic based. Throughout the course of the year, mentors will provide at least 1 service learning project per semester which may be done as part of their in or after school program. All programming implemented by AmeriCorps members will be documented within the Mentor Core database. Any programming AmeriCorps members assist with through the school, city, or outside agencies will be tracked by those entities and reported to the Program Manager.

Essential Functions: AmeriCorps members must be compassionate and patient as they will be working with at-risk youth. Members must also be organized and able to keep detailed notes due to documentation needs such as case notes, IMPs, and staff and parent contacts.

PROGRAM YEAR OVERVIEW

August - September: Orientation & Yampa Valley Science School

- Successfully complete a 5 day long comprehensive orientation which includes training on being a School-Based Mentor, what it means to serve in an AmeriCorps program, and expectations for the year
- Support program development between orientation and the start of school
- Assist with implementation of an education block for the duration of Yampa Valley Science School (3 weeks in September), an outdoor, experiential education experience for Routt County 6th grade students.

October-June: In-school Placement

- Identify and survey a minimum of 10 target students by a reasonable deadline
- Complete, at minimum, one hour of direct one-on-one contact with each target student per week while accommodating student schedules
- Provide case load with social-emotional and educational support throughout term of service
- Maintain case notes and Individualized Mentoring Plans (IMPs) on each target student
- Plan & implement all aspects of at least one weekly in-school and after-school program
- Provide service-learning opportunities to students
- Assist Partners in Routt County with any grant related data collection and evaluation
- Plan and implement Martin Luther King Jr. Service Day Project and Caesar Chavez Service Day Project
- Plan and run all aspects of a year-end service project
- Attend and complete all Friday professional development sessions and meetings
- Participate in school, PRC, City of Steamboat Springs and community functions as requested
- Complete all hours, training and service logs on a regular basis
- Members may accrue hours with other youth-serving non-profits in the area

May-June: Wrap-up

- Wrap up programming and conclude with students
- Complete a Legacy Binder highlighting important information for future School-Based Mentors
- Attend the Life After AmeriCorps Retreat

SCHOOL PLACEMENT SITES: Determined by Program Manager after orientation: dependant on mentor's personality & work style

- **Hayden Valley Elementary School, site supervisor: Sara Boyle**
 - Located in Hayden, about 20 miles west of Steamboat Springs
 - Hayden has agricultural roots
 - Small school, around 200 students K-5
- **Hayden Middle School, site supervisor: Sondra Boyd**
 - Located in Hayden, about 20 miles west of Steamboat Springs
 - Hayden has agricultural roots
 - Small school, about 80 students in 6th-8th grades
- **Soroco Middle School , site supervisor: Megan Wykhuis**
 - Located in Oak Creek, 20 miles southeast of Steamboat
 - Oak Creek has mining roots
 - Small school, around 80 students grades 6-8
- **Steamboat Springs Middle School, site supervisor: Brande O'Hare**
 - Located in Steamboat Springs, Partners hub is also located in Steamboat
 - Steamboat is a resort town with a ranching background
 - Medium sized school, around 500 students grades 6-8

- **North Routt Community Charter School, site supervisor: Brandon LaChance**
 - Located in Clark, 20 miles north of Steamboat
 - Charter school, uses expeditionary learning curriculum
 - Very small school, about 70 students grades 1-8
- **Mountain Village Montessori Charter School, site supervisor: Michael Hayes**
 - Located in Steamboat Springs
 - Steamboat is a resort town with a ranching background
 - Small school with around 100 students k-5
- **Steamboat Springs High School, site supervisor: Donna Weinman**
 - Located in Steamboat Springs
 - Steamboat is a resort town with a ranching background
 - Medium school with around 600 students grades 9-12
- **Soroco High School, site supervisor: Megan Wykhuis**
 - Located in Oak Creek, 20 miles southeast of Steamboat
 - Oak Creek has mining roots
 - Small school with around 90 students grades 9-12
- **Hayden High School, site supervisor: Lauren Burns**
 - Located in Hayden, about 20 miles west of Steamboat Springs
 - Hayden has agricultural roots
 - Small school with around 100 students grades 9-12

PROGRAM OBJECTIVES

Target students will experience:

- Increased school-bonding, adult bonding, attendance, and academic performance
- Increased self-esteem
- Improved decision making skills
- Improved social and communication skills
- Decreased delinquency and behavioral referrals
- Improved Goal Setting Skills
- Increased Perceived Risk of use of alcohol, tobacco, and other drugs (ATOD)

Mentors will experience:

- Specialized experience in programming and working with at-risk youth
- Increased knowledge of public school structure and non-profit management
- Transferable and/or varied professional development and service experience
- Increased desire to engage in life-long service

IMMEDIATE SUPERVISOR:

Program Manager: Sydney Congdon

Phone: 970-879-6141 ext. 305

Email: sydney@partnersrouttcounty.org

Site Supervisors: Listed above by host site. Contact information will be distributed when site placements are determined.

PRINCIPLE WORKING RELATIONSHIPS

Members will be expected to collaborate with Partners in Routt County staff when staff trains members in their areas of expertise. Members will also be expected to form working relationships with school staff, administration, teachers, counselors at their school sites, where they will be spending the majority of their time. Members will also need to communicate and form relationships with students' families.

TRAINING

In addition to the comprehensive orientation at the start of the member's term of service, members will receive ongoing trainings at least once a month with the Program Manager. Ongoing trainings will include guest speakers from fields pertaining to members' service, i.e. mindfulness, health education, mandatory reporting, case note management, cultural competency, etc. The Program Manager will also engage members to ensure all areas of training they are interested in acquiring that pertains to their year of service will be met.

SERVICE CONDITIONS

Service will be primarily indoors, in the classroom or counseling center setting. Mentors will be provided an office space by their host sites which may or may not be shared by other school staff members. There will be no more than 3 AmeriCorps members at each site and no less than 1 per service site. Members will be expected to work together with their co-mentors at their school sites to plan programs, service learning opportunities, etc.

Members may have up to 2 service sites, depending on their school placements. For members serving at two host sites, they will be expected to divide their time evenly between sites. Some service sites are in rural Routt County and will be supplied with a small gas stipend. Members are expected to have transportation to their host sites or participate in a carpool. In northern Colorado, inclement weather and heavy snow are common in the winter months and members are expected to be at school sites should the schools remain in session.

QUALIFICATIONS:

- Bachelor's Degree
- Minimum Age: 18
- Experience serving at-risk youth and/or elementary, middle, and/or high school-aged children
- A desire to pursue a career in the field of education, counseling and/or nonprofit management
- Clean criminal record and driving background – all members must pass a background check
- Reliable vehicle & driver's license strongly recommended

BENEFITS:

- Weekly Living Allowance (\$311/week stipend)
- Health Care Benefits (should member opt in)
- Child Care Benefits (should member opt in)
- Loan Forbearance
- Professional Development
- \$5,775 AmeriCorps Education Award that can be used for college loans or to further your education

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STATEMENT OF ACKNOWLEDGEMENT

The member and program hereby acknowledge by their signature that they have read, understand, and agree to all of the terms and conditions of this agreement.

AmeriCorps Member

Program Director

Signature

Signature

Printed Name

Printed Name

Date

Date