

**JOB TITLE:**

Harambee Learning Center Mentor

JOB LOCATION:

Kanawha Institute for Social Research & Action, Inc. (KISRA)
131 Perkins Avenue
Dunbar, WV 25064

JOB SUMMARY:

The **Mentor** position will support the teaching staff in implementing HLC's Afterschool Enrichment programs. This position will assist with carrying out the mission and values of KISRA and HLC by providing high quality child care and enrichment services to children and parents that focus on values such as honesty, respect, responsibility, and caring. This position will also provide Harambee Learning Center students with homework assistance and tutoring in a variety of subject areas, as well as engage them in an array of enrichment activities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Assist teachers in creating lesson plans and maintaining a safe classroom environment
- Assist with the implementation of daily plans and enrichment activities.
- Assist in supervising children and participate with children in activities.
- Maintain program site and equipment.
- Work with teachers to maintain communication with parents and contact parents in emergency situations and assist with parent conferences as required.
- Assist in developing and encouraging age-appropriate learning and socialization to ensure children learn basic skills and concepts, such as communication, manners, sharing, etc.
- Ensuring children are learning positive behaviors and providing guidance, as needed.
- Provide guidance for children's behavior.
- Assists students with homework.
- Prepares weekly enrichment plans
- Assists students with projects.
- Completes weekly student reports.
- Attends staff training sessions and staff meetings.
- Assist in the Preparation and services of meals and organize mealtimes and snacks for children
- Help children keep good hygiene
- Develop schedules and routines to ensure that children have enough physical activity, rest, and playtime
- Watch for signs of emotional or developmental problems in children and bring the problems to the attention of teacher and parents

- Refers every child that is observed to be experiencing family management problems as indicated by child abuse and neglect to the Director who will in turn refer the child to our Family and Children Services representative within 24 hours. The necessary actions will be taken to ensure the safety of the children in our care.

CONFIDENTIALITY:

Participants' personal information shall not be shared with anyone outside of KISRA without their signed consent. Violation of this confidentiality can result in corrective action, up to and including dismissal according to KISRA policy and procedures.

RESOURCES AND METHODS:

Employee must know how to use a Microsoft Windows-based computer and software applications needed to perform duties (Microsoft Word, Excel, PowerPoint, Outlook and the Internet). The individual must be familiar with the following office equipment: copier, fax machine, shredder, and scanner.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Perform all physical aspects of the position, including frequently moving around, bending, reaching, standing and lifting up to 35 pounds at a time.

WORKING CONDITIONS AND ENVIRONMENTAL ISSUES:

Employee must be an excellent face to face and telephone communicator. May be exposed to verbal outbursts, physical actions or bodily fluids as a part of the child care environment. May provide children with assistance in dealing with issues such as personal hygiene, medical needs, toileting, diapering, lifting, writing, and feeding.

KNOWLEDGE, ABILITIES AND SKILLS:

To be successful in this position, the employee must be able to perform job functions outlined above satisfactorily as well as demonstrate the following:

- Strong interpersonal skills.
- Respect for and enjoyment of children.
- Appreciation of children's individual needs, differences, and diversity.
- Punctuality, reliability, patience, and flexibility.
- A positive and optimistic outlook.
- Ability to recognize and react calmly and effectively in hazardous/ dangerous situations.

SUPERVISORY RESPONSIBILITIES:

None.

REPORTING RELATIONSHIPS:

The employee reports to the Harambee Learning Center Director.

REVIEW PROCESS:

Annual performance reviews will be conducted by HLC Director.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Minimum 18 years of age.
- High School Diploma or equivalent.
- A valid driver's license.
- Additional licenses, certifications, or training may be beneficial.
- Record of immunizations and ability to pass a background check.
- Exceptional communication and interpersonal skills.
- Attentiveness to the needs and safety of children.
- CPR First Aid Certifications within 30 days of hire date.

OTHER DUTIES AND RESPONSIBILITIES:

Any other duties as assigned by immediate supervisor.

EMPLOYEE DECLARATION

I have reviewed and understand the job functions of this position and state that I can perform these functions without accommodation: ☐ Yes ☐ No

If an accommodation is needed, please describe the reasonable accommodation required for you to perform these job functions.

Employee Signature

Date