



Empowering Communities. Changing Lives.

TACOMA URBAN LEAGUE

MALE INVOLVEMENT PROGRAM

School Site Mentor Position Opening

Location: Tacoma, WA

Compensation: Up to \$20/hour

Category: Part-Time with potential for full-time.

To apply, please submit cover letter & up-to-date resume to T'wina Nobles.

 PRESIDENT@THETACOMAURBANLEAGUE.ORG

The Tacoma Urban League's MIP Mentors support youth to increase self-esteem, gain life skills, & engage in positive social activities.

Mentors provide opportunities for youth to be successful both inside and outside the classroom. MIP Mentors participate in activities that promote both the physical & mental well-being of participating students.

MENTOR RESPONSIBILITIES:

- Mentors are expected to uphold Tacoma Urban League's and partner organization's policies and procedures including policies and procedures that support safety and professional boundaries with youth.
- Physical attendance with students a minimum of 20-24 hours per week including weekly in-school or after-school programming utilizing MIP curriculum.
- To determine student progress, mentors are responsible for weekly communication with: School Counselors, Teachers, Parents, Site Coordinators, and Principals
- Maintain individual notes and progress reports and provide monthly data reports.
- Mentors should have a general knowledge of students' progress (grades, attendance, behavior, etc.) in school at all times.
- Administer assessments approximately every 3 months (3 times per school year) to document the development of each student.
- Positively facilitate planned group lessons and have appropriate materials each week for class.
- Manage a caseload of no more than 20 students and make home visits when necessary.
- Maintain student files on-site or at TUL.
- Mentors and lead staff agree to uphold, support, and promote the TUL's mission and core values.
- Mentors are responsible for attending scheduled presentations and/or meetings on behalf of TUL in addition to regular staff meetings. These meetings may occur in the evenings and/or on weekends.
- Check-in regularly with the assigned MIP Manager and Program Director.
- Provide training and guidance to MIP Mentees by advocating for youth, improving their social skills and relationships, nourishing academic growth, and raising the ideal and importance of communication engagement and awareness amongst youth.
- Complete other daily tasks, as assigned.

QUALIFICATIONS:

Pay is up to \$20/hour



Must have strong verbal and written communication skills.

Strong time management skills.

Willing to accept training and feedback



Must genuinely care about today's youth

Previous experience leading, mentoring, or supervising youth



Must be 18 or over

Possess a high school diploma or equivalent



Must be able to pass a Washington State Patrol Background Check

Must have reliable transportation, current automobile insurance, and valid driver's license

