**Arts, Innovation & Life Skills Program Mentor Position Description (Career Development)**

The MSKSI Arts, Innovation and Life Skills Program provides learning and mentoring opportunities in topics around Arts, Entrepreneurship, Financial Literacy, College & Career Planning, and special topics in Technology. ​AILS workshops are designed to complement personal and professional development, be a supplement to STEAM Mentoring, and fine-tune skills that will be useful for life.

Volunteers for the Career Development Mentor position will focus on the emphasis of College & Career Planning and all related topics. Mentors must lead and facilitate small group discussion, hands-on workshops, parent engagement and activity-based learning designed to help participants achieve the 7 learning outcomes listed below and an ability to communicate the learning and ideas developed through program activities.

**Career Development Program Learning Outcomes (LO)**

1. Understanding skills, personality, and interest assessment and bridging to a career path
2. Support and demonstrate skills to research, plan, and pursue higher level skills/education/training related to a career path
3. Understanding career clusters and growth industries
4. Labor Market Research & Statistics
5. Gaining negotiation skills
6. Building professional networks
7. Understanding personal strengths and how to leverage them for employability

● The rise of digital technologies means youth will need to be able to handle the plethora of opportunities and challenges that come with it. Career Development Mentors should build programs and activities that support and reinforce the following cognitive skills for youth:

1. Cognitive flexibility
2. Digital literacy and computational thinking
3. Judgement and decision-making
4. Emotional and social intelligence
5. Creative and innovative mindset.
6. Create activities that cultivate a growth mindset

● Organize and present workshops for parent participation to focus on topics related to college readiness such as: ACT/SAT planning, college application and admissions interviews, how to select a college that will align with you goals, scholarships, HBCU opportunities, etc.

● Facilitate assessments to help mentees identify strengths and compatible growth industry careers, understand compatible degree plans/majors, and how to identify a plan for higher education or vocational training

● Build relationships with and among youth by planning, participating in and supporting Career Development mentoring meetings, whether leading the session or not

● Serve as a positive role model and create safe space and strive for mutual respect

● Build youth self-efficacy, motivation, and sense of belonging

● Help girls set goals and work toward accomplishing them

**Time Commitment Career Development Mentoring Program**

● Program Schedule: Currently as scheduled; independent workshops, seminars, activity-based learning, participation in career fairs (in person and virtual), schedule career day events to complement STEAM Mentoring schedule.

● Participate in all activities connected with Career Development Mentoring as this builds trust and relationships with girls

● Communicate frequently with the Executive Director to update them of plans for each mentoring session, using the Curriculum Map as the guidelines for planning.

**Requirements for Participation:**

* Must be at least 21 years of age
* Be willing and able to complete the application and screening process
* Be dependable and consistent in meeting the time commitments
* Should be available to meet with youth during Career Development events and participate in the Parent Information Sessions as scheduled.
* Be willing to communicate regularly with program staff, submit activity information, and take constructive feedback regarding mentoring activities
* Have a clean criminal history
* No use of illicit drugs
* No use of alcohol or controlled substances during mentoring activities
* Not currently in treatment for substance abuse and have a non-addictive period of at least five years
* Not currently in treatment for a mental disorder or hospitalized for such in the past three years Desirable Qualities
* Occupational experience in social sciences, personal growth and development, counseling or health and nutrition.
* Experience working with youth
* Require mentors hold a BS/BA degree, prefer a Masters degree, LCSW, MFT or Ed.D/Ph.D • Willing listener, encouraging and supportive
* Patient and flexible
* Tolerant and respectful of individual differences

**Desirable Qualities**

**•** Relatable and able to facilitate culturally responsive sessions with inclusion of diverse ideas and be willing to learn from students.

• Experienced and at ease working with youth in communities of color, from diverse backgrounds.

• Willing listener, encouraging and supportive; able to lecture less and engage inquiry and discussion more

• Patient and flexible

• Respectful of giving space for young women to be seen, heard, and acknowledged

**Benefits of Participation**

* Personal fulfillment through contribution to the community and individuals • Satisfaction in helping a team of youth mature, progress, and achieve goals • Professional development through training sessions and group activities
* Mileage and expenses are tax-deductible
* Personal ongoing support, and supervision to help you succeed
* Group activities, complimentary tickets to community events, participant recognition events

**Virtual Classroom Guidelines:**

Keep in mind that any information you disclose when using remote activity applications which include visual dialog (such as Zoom or Skype) may be exposed, documented, or recorded by other parties using the application. Therefore, you should make sure not to expose yourself or your family members and not reveal any other details that may violate your privacy or theirs.

● At the end of each session, you must log out of your account and make sure that you have disconnected the microphone and camera.

● If you are the host of the online activity, adjust the settings of the application you are using. Require the online session host to be present before the meeting starts.

● Secure each meeting with encryption. Access should only be permitted for authorized participants.

● Allow the host to stop participants in real-time and restrict screen sharing.

● Allow the host to remove participants.

● Turn on the option of having a waiting room where all participants can wait until approved by the host.

● Absolutely no inappropriate language, bullying, or disrespectful behaviors that are offensive to any participant will be allowed.

● Disable mentee participants to record. Recordings must be made available to the Executive Director in mp4 format at the end of each session.

**Screening Requirement**:

All volunteer mentors with My Sister’s Keeper Success Institute, Inc. are required to complete the following screening protocol before mentoring a group of youth in this program. This screening policy is designed to protect the safety of youth and adult participants and the integrity of this program. Every person applying for consideration to mentor in this program will participate in the following screening procedure regardless of his/her background experience and/or affiliation with this program.

An individual who chooses to remain a volunteer with this organization is required to submit information for re-screening every year.

• Application & Criminal history check: FBI background check to include scan of child abuse and neglect registry, and national sex offender registry \* Background checks completed by Sterling Volunteers.

• In-person/Zoom interview with Executive Director and possibly other team members

• Submission of two personal references who you’ve known for at least two years \* • Complete Mentor Training and Assessment

• Mentoring program staff will rely on the following tools to determine the suitability of a potential mentor: Compilation of all interactions including past interactions • Volunteer application • Reference & Background Checks • Volunteer Interview • Training outcomes • On-going monitoring

I have read the requirements for Volunteer STEAM Mentor for the My Sister’s Keeper Success Institute, Inc. and agree to comply with all requirements as indicated by my signature below:

Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_