



Job Title:	Promise Partners Program Assistant for Grandville Avenue Arts & Humanities at the Cook Arts Center and the Cook Library Center	Position Type:	Part-Time: Approximately 20 hours per week, grant funded position
Supervises:	Volunteer Mentors and Youth Mentees	Wage:	\$14 per hour

Promise Partners Mentoring Collaboration

This program is a collaboration among two local organizations (Hispanic Center of Western Michigan [HCWM] and Grandville Avenue Arts & Humanities [GAAH]) and two local universities (Grand Valley State University and Ferris State University). These four institutions have worked to develop and implement a mentoring program with the intention of increasing access to STEAM interactions for middle school students in Kent County and improving high school graduation and college retention rates. The program serves students in grades 5-8, pairing them with one-on-one mentors or small mentor groups. The program is implemented at the HCWM and at the Cook Arts Center and Cook Library Center, which are the two facilities operated by GAAH. Our university partners prepare and provide STEAM curriculum, activities, and field trip experiences for our mentor pairs. We are scheduled to serve 50 students and 50 mentors using a peer-to-peer mentoring model during the 2017-18 academic year.

Job Purpose

The Program Assistant will coordinate all mentoring services at the Cook Library Center and Cook Arts Center for the 2017-18 academic year. They will work closely with the Hispanic Center’s Program Coordinator in developing and refining a scalable, middle school STEAM mentoring model. The Program Assistant will help prepare mentors to work directly with their mentees on STEAM activities prepared by the university partners, with an aim to expose more middle school youth to STEAM careers, increase high school graduation and college awareness, and help facilitate positive social/emotional learning opportunities through guided mentorship for students. The Program Assistant will work with the other collaborative partners to leverage current services and connect students to existing programs as well as new opportunities.

Duties

- Recruit volunteers to serve as mentors and middle school students in need of mentors
- Interview and aid in the selection process of mentors and mentees.
- Supervise activities in STEAM and social/emotional learning opportunities for mentor/mentee pairs.
- Monitor and document progress of mentees through regular check points and communication with both mentees and mentors.
- Encourage and reinforce school attendance and academic achievement.
- Develop and aid in implementation of training materials/sessions for prospective mentors and families.
- Effectively communicate community resources to mentors and their mentees in person and on internet platforms.
- Serve as a positive and appropriate role model at all times, including via social media.
- Communicate with parents as needed to share academic and program progress of their child(ren).
- Contribute and foster a fun and creative atmosphere for youth-centered learning.
- Meet with Project Coordinator and other Program Assistants on a monthly basis.
- Identify any potential tension, violence or conflict among the youth and address in the appropriate manner.
- Collect and monitor confidential student information and report to Project Coordinator.
- Contribute to a positive, healthy work environment with staff, students and community.





Skills/Qualifications

- High school graduate, currently attending college or equivalent experience (**PREFERRED**).
- Highly proficient computer skills, including typing, data entry, internet research, and use of Microsoft Office
- Able to communicate effectively in English, both oral and written expression.
- Able to communicate effectively in Spanish, both oral and written expression (**PREFERRED**).
- Highly organized, strong attention to detail and able to meet deadlines.
- Culturally competent working with diverse youth populations and families.
- Able to work independently and collaboratively as a team, with or without supervision.
- Strong work ethic, teamwork and problem-solving skills.
- Must undergo thorough criminal background check and personal/professional reference check.

Please send resume and cover letter to sgarza@gaah.org by August 25, 2017.

