

LEARNING MENTOR POSITION DESCRIPTION

The Mentoring Center (TMC) is currently recruiting for a Learning Mentor for the EMERGE Academic Reentry Program.

The EMERGE Academic Reentry Program is an academic program for young women in Alameda County, ages 16-18, who are returning to school from a condition of confinement or incarceration. This academy serves up to 20 girls and young women. Participants in the program have dropped out or been pushed out of school, have been chronically truant, have experienced a condition of confinement (placement in a secured/locked facility; restricted mobility, monitored by court/probation in a residential/non-residential facility); and/or have not been successful in achieving academic proficiency in county and/or district schools. The ideal candidate for the Learning Mentor position has teaching experience, or other relevant experience providing academic support (especially for high school students). The ideal candidate also should have experience working with students, specifically girls and young women, who are involved in the foster care and/or legal systems, and who are facing significant academic challenges.

Desired Qualifications:

- Teaching experience (including developing lesson plans and curriculum, providing instruction, and providing classroom support).
- A minimum of two years working with girls on probation, or who are otherwise system-involved.
- Extensive knowledge of trauma-responsive Alameda County-based programming to support enrichment for girls through the lens of cultural competency, gender-responsiveness.
- Case management, life coaching, crisis management, or counseling experience with girls, particularly girls of color, who have experienced significant trauma.
- Knowledge of and experience working with commercial sexual exploitation issues is a plus.
- BA in a relevant field strongly preferred.

Responsibilities:

- Provide mentoring and academic support to students.
- Support the Lead Instructor with curriculum development and implementation.
- Co-design non-academic, in-class curriculum.
- Coordinate enrichment activities, particularly through a lens of cultural competency and gender-responsiveness.
- Assist with student assessments.
- Work with the Lead Instructor and the Independent Studies teacher to help students meet their academic goals and to calculate student credits.
- Participate in pilot project evaluation with the National Black Women's Justice Institute.

- Attend and participate in The Mentoring Center’s bi-weekly staff meetings, agency events and activities, and professional development opportunities.
- Other duties as necessary.

Criminal Background Check

This position involves working with minors and is subject to a criminal background check. Employment is contingent upon successful completion of a background investigation, including criminal history and identity check.

The Learning Mentor will be employed by The Mentoring Center, a nonprofit organization in Oakland, and also will work in partnership with the Alameda County Office of Education. This is a full-time, salaried position with benefits. Salary is commensurate with experience.

Please send your resume and a cover letter that addresses the requirements for this position to tmc@mentor.org. Please specify “**Application for Learning Mentor for the EMERGE Academy**” in the subject line of your email or mail your cover letter and application to:

The Mentoring Center
672 – 13th Street, Ste. 200
Oakland, CA 94612

Attn: EMERGE Learning Mentor Application