



## Mentor Job Description

<b>Job Title:</b>	Mentor	<b>Job Category:</b>	Youth Development, Education
<b>Department/Group:</b>	Dreamline Program	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Twin Cities Metro and Greater Minnesota	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>	\$16/hr+	<b>Position Type:</b>	Full-Time (40 hrs./week), August 2023 - June 2024
<b>HR Contact:</b>	Jade Adams	<b>Date Posted:</b>	
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	

<b>External Posting URL:</b>	<a href="http://thesannehfoundation.org/about-us/careers/">http://thesannehfoundation.org/about-us/careers/</a>
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## DESCRIPTION

### **SANNEH FOUNDATION MISSION**

The mission of Sanneh is to Empower youth, Improve lives, and Unite communities.

### **VALUES:**

· Building Community	· Education	· Innovation & Leadership
· Caring & Compassion	· Integrity	· Fun
· Diversity & Inclusion	· Inspiring Excellence	· Character Building

### **DREAMLINE GOALS**

Dreamline partners with K-12th grade schools to provide culturally competent mentoring, and direct social emotional instruction to support three core dimensions of a student's development: social, emotional, and cognitive. This helps young people define their own path to success by helping them to (1) engage with their peers, school, and community; (2) improve their emotional well-being; (3) discover academic success and graduate from high school; and (4) prepare for life after high school.

Mentors are expected to work with students in the following ways:

- Goal 1: Advance diversity, equity, inclusion, and social justice.

- Goal 2: Build trusted relationships with young people, parents, school staff, and community members.
- Goal 3: Empower youth through social emotional learning (SEL).
- Goal 4: Work together with students, parents, school staff, and community members as advocates and partners in student learning and wellbeing.

The Dreamline program is grounded in the theory that students who develop meaningful relationships with trusted adults begin to develop positive attitudes toward school, themselves, and their future. In partnership with K-12th grade schools, Dreamline Mentors intentionally engage underrepresented and marginalized students through the Search Institute’s Developmental Relationships framework to create deep and meaningful connections.

**POSITION DESCRIPTION**

Dreamline Mentors are the key leverage points in helping students develop a positive growth trajectory. Each Mentor works with a cohort of 15-25 students to develop a deep relationship with, partner, and support each student in setting and achieving personal goals. This is accomplished through intersections where Mentors work together with students: 1) Culturally-relevant and responsive bi-directional mentoring relationships; 2) Direct social emotional learning instruction 3) Academic support (tutoring, homework help, and in-class support) 4) Expanded Learning Opportunities; and 5) Service Opportunities. Dreamline Mentors will also participate in other Sanneh Foundation programs and/or events as needed.

**ROLE AND RESPONSIBILITIES**

**Provide Student Support**

- Identify youth, who need additional academic and social emotional learning support, in collaboration with school administrators/counselors/committees
- Assist in creating student cohort lists for the Dreamline team and ensure that identified youth meet the Dreamline Program selection criteria
- Ensure the Dreamline team is using best practices in student development, academic support and applying the Developmental Relationships framework and other social emotional strategies while mentoring students
- Role model and teach effective de-escalation and conflict resolution strategies
- Build student social skills to navigate relationships
- Support students in navigating the school system and building self advocacy skills. Create and facilitate expanded learning opportunities tailored to student interests and goals
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- Recruit students to participate in expanded learning opportunities
- Provide opportunities for youth voice and choice
- Encourage students to interact with, learn from, and lead peer groups
- Engage students in a leadership project, centered in community service
- Help students set and achieve academic and personal goals
- Engage and include parents/caregivers as partners in student learning as needed.
- Identify students' strengths, challenges, and preferred learning style, and develop strategies to be effective
- Apply culturally-relevant mentoring and tutoring strategies for racially and ethnically diverse students
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**Data collection and other program responsibilities**

- Use data to inform intentional academic and mentoring support with students
- Collect and enter required data accurately, uniformly, and consistently into Apricot360 database
- Submit data reports to Site Coordinator by due date

- Attend all scheduled classes, meetings, trainings, and one-on-one mentoring sessions
- Participate in school support team and committee meetings as needed
- Attend Dreamline orientation, training, and professional development throughout the school year
- Participate in Sanneh Foundation events as required (Gala For Goals, etc...)

## **QUALIFICATIONS AND REQUIREMENTS**

<b>REQUIRED</b>
<ul style="list-style-type: none"> <li>- High school diploma or GED</li> <li>- At least one year of full-time work or volunteer experience</li> <li>- Passion for and interest in working with youth</li> <li>- Skills to build meaningful relationships with students and staff</li> <li>- Ability to work effectively with youth and adults from diverse backgrounds, including race, ethnicity, and culture, sexual orientation, gender identity, age, language, abilities/disabilities, socioeconomic status, etc.</li> <li>- Demonstrated commitment to diversity, equity, &amp; inclusion work</li> <li>- Strong attention to detail and ability to meet deadlines</li> <li>- Flexible and comfortable with ambiguity</li> <li>- Motivated to work independently</li> <li>- Ability to work collaboratively with a team</li> <li>- Ability to pass a background check</li> </ul>
<b>PREFERRED</b>
<ul style="list-style-type: none"> <li>- Relevant youth work experience, particularly in a school or learning setting</li> <li>- Relevant higher education or training</li> <li>- Experience collecting and documenting data</li> <li>- Understanding of youth development frameworks, trauma-informed care, social-emotional learning</li> <li>- Experience facilitating mediation or support groups</li> </ul>

## **APPLY**

Please send a résumé, and two professional references to the Dreamline Program office at, [HR@thesannehfoundation.org](mailto:HR@thesannehfoundation.org). In the subject line please indicate the location (Twin Cities Metro or Greater Minnesota). Please include answers to following questions when applying:

1. Why do you want to serve with Dreamline?
2. What motivates you to work with youth?
3. How would you utilize your past experiences to promote equitable learning environments?

OR Apply through <https://thesannehfoundation.org/job-application/>

### **PHYSICAL DEMANDS AND OTHER NOTICE**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to ten pounds. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a keyboard; and to verbally communicate to exchange information. VISION: See in the normal visual range with or without correction. HEARING: Hear in the normal audio range with or without correction.

The Sanneh Foundation is an affirmative action & equal opportunity employer. D/V/M/F. Applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. If you require accommodation to apply for a position, please contact us at: 651.374.1385 Ext 108

*THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. WE ACKNOWLEDGE THAT THIS POSITION DESCRIPTION IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS.*