

**GRIZZLY CHALLENGE CHARTER SCHOOL**  
**CLASSIFIED JOB DESCRIPTION**

**JOB CLASSIFICATION: MENTOR SUPPORT SPECIALIST**

**BASIC FUNCTION:**

Under the direction of the Charter School Director, the incumbent shall be responsible for planning, coordinating, and providing training and support activities for mentors of cadets enrolled in the Grizzly Youth Academy (GYA). This position will assist in the screening and orientation of potential mentors and the ongoing training of mentors who support the cadets during both the residential and post residential phases of the program and work collaboratively with our National Guard partners and an identified Transition Specialist to facilitate monthly training meetings with Mentors and Cadets.

**ESSENTIAL DUTIES:**

Train mentors to support students enrolled at Grizzly Youth Academy using an established curriculum.

Hold monthly training group meetings with mentors and cadets.

Establish and foster a sense of community among the group.

Assist in the screening and orientation of new mentors to include interviewing mentors prior to intake clarifying the role of mentor and program objectives.

Assist the Academy in identifying mentors for cadet's that need a mentor, resulting in a mentor match.

Problem solve with mentors on building relationships, setting boundaries, and supporting cadets throughout their enrollment.

Facilitate the collection of monthly mentor reports and provide them to assigned supervisors.

Serve as a liaison between the Academy and the mentors, helping to communicate important information that serve to support the mentor/mentee relationship.

Contact mentors regularly to ensure cadet has positive placement and consistent mentor contact in the post residential phase.

Connect mentors with community resources for cadets, as needed, for health and welfare issues.

Maintain accurate records/spreadsheets that include updated contact information, cadet placement status, challenges the cadet is facing, monthly mentor contact and other pertinent information.

Perform other related duties within the scope and skill level of the classification.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Comprehensive organization, activities, goals and objectives of Grizzly Challenge Charter School Post Residential Phase program.

Principles, practices and procedures involved in the development and implementation of Grizzly Challenge Charter School programs, projects, services, plans, strategies, goals and objectives.

Problems and concerns of students with special needs, diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

Vocational/job training programs.

Principles, practices and procedures of vocational education and placement programs.

Training and employment opportunities in the community/state.

Interviewing and advisement techniques.

Record-keeping and report preparation techniques.

### **ABILITY TO:**

Ability to successfully communicate both orally and in writing.

Interpersonal skills using tact, patience and courtesy.

Ability to manage and prioritize multiple tasks.

Ability to apply time management, conflict resolution and team building skills.

Ability to work independently at multiple complex tasks.

Ability to establish and maintain effective working relationships with peers, supervisors, private industry, students, and the public.

Ability to work effectively and professionally with students, families, employers and institutions of higher education.

Ability to prepare and maintain accurate and complete records and reports.

Ability to operate a computer and assigned software.

**QUALIFICATIONS:****EDUCATION AND EXPERIENCE:**

High school diploma or equivalent.

Five years experience working with adolescents.

**DESIRED:**

AA degree.

Experience working as a mentor coordinator or having served as a mentor for GYA

Experience working with at-risk youth in a school setting

Experience demonstrating effective customer service skills.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California Driver's License.

**WORKING CONDITIONS:****ENVIRONMENT**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.

Facility to see and read and distinguish colors, with or without vision aids, a computer screen, laws and codes, and other printed materials.

Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.

Manual dexterity to operate a telephone, to enter data on a computer, and to meet the needs of students in a variety of activities.

Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone.

Mental acuity to perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.

Physical ability to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to walk and to reach overhead.

Facility to drive a car.

Ability to sit, stand, and walk on uneven terrain.