

# HIGH SCHOOL/COLLEGE ACCESS MENTOR



## ABOUT THE INTERNSHIP

As a High School Mentor (or College Access Mentor) you will guide the success of high school students by supporting them through a year of high school and ultimately preparing them to apply to a competitive four-year college. **High School Mentors (HSMs)** work with students in **grades 9-11**, while **College Access Mentors (CAMs)** work with students in **grade 12**.

## YOUR RESPONSIBILITIES WILL INCLUDE...

- Mentor a core group of 12-15 9<sup>th</sup> to 12<sup>th</sup> grade students. Ensure that your students meet organizational expectations, including:
  - 85% or above in each academic class
  - Participation in at least two extracurricular activities
  - Attendance to all six Super Saturdays (and Seminars if in 9<sup>th</sup> or 10<sup>th</sup> grades)
  - *College Access Mentors only:* Apply to at least 12 best fit colleges (including at least 1 CUNY and 1 SUNY school)
  - *College Access Mentors only:* Submit all financial aid applications
  - *College Access Mentors only:* Apply to at least 5 scholarships
- Conduct monthly (*High School Mentor*) or bi-weekly (*College Access Mentor*) check-ins by phone or video chat with a core group of 12-15 students, and report the information gathered during those meetings in a timely fashion
- Work onsite during six Saturdays throughout the academic year with other HSMs, High School Coordinators and High School Program Director
- Plan and co-teach grade level college readiness workshops for a small class of high school students with another Mentor
- Complete 24+ hours of training and at least four hours of professional development during the year
- Receive feedback constructively in order to improve performance
- Track and report student data
- Other duties based on the grade level you are assigned

## WE'RE LOOKING FOR SOMEONE WHO...

- Can demonstrate experience and results with similar responsibilities to those listed above
- Is passionate about forming mentoring relationships with students
- Is a current college student or graduate student attending school in New York City
- Maintains / maintained at least a 3.0 GPA
- Will respond to email, phone calls, and texts from students and staff within 24 hours
- Can commit to the entire 2019-20 academic year
- Is confident with MS Office (Word, Excel, and PowerPoint in particular), Google Suite, and comfortable learning new systems. Experience with Salesforce or other databases a plus.

## HIGH SCHOOL MENTOR CALENDAR...

- Late August/ Early September – three full days of High School Mentor Training. Mentors can choose either August 23-25, or September 6-8.
- High School Curriculum Night: September 21.
- Professional Development Workshops (Mentors will choose among two evenings to attend during each of the following weeks):



- October 21-25
- November 11-15
- January 27-31
- March 2-6
- April 20-24
- **Super Saturday Dates:**
  - September 28
  - November 2
  - December 7
  - February 8
  - March 21
  - May 9
- **Between Super Saturdays:**
  - Remotely check in with each of your 12-15 students
  - Plan your lesson for the upcoming Super Saturday
  - Check-in Meeting with assigned High School Coordinator
  - Attend Professional Development Meeting with all HSMs/CAMs and High School Coordinators
- **June – Complete Internship**

### ANTICIPATED TIME COMMITMENT...

- This internship requires approximately 145-160 hours throughout the academic year, including:
- 24 hours of internship training – August/ September
- 48 hours of Saturday Programming –6 Saturdays throughout the academic year, 7am-4pm
- 50 hours (*High School Mentor*) or 100 hours (*College Access Mentor*) of student monthly check-ins – 30 minute check-ins with each student within your cohort of 12-15 following each of the 6 Saturday programs, plus an hour to report data gathered from each monthly check-in.
- 12 hours of pre-Saturday lesson planning – About 2 hours of lesson planning per Saturday program
- 10 hours of professional development support – 1 hour meeting with assigned High School Coordinator between each Saturday program, plus two two-hour sessions chosen by the HSM
- 2 hours to attend the Fall Curriculum Night
- 2 hours to attend one night of Seminar (only 9th and 10th grade mentors)

### COMPENSATION

BTNY is strongly believes in selecting the top, qualified candidates. As a part of your offer you can expect to receive the following:

- A base stipend of \$1,750 (*High School Mentor*) or \$2,250 (*College Access Mentor*)
  - Candidates can also choose to volunteer their time
- A pre-paid MetroCard card to cover internship related travel expenses
- Ongoing professional development support, including PD focused meetings and letters of recommendation

### TO APPLY

Complete the High School Mentor application online (<https://tinyurl.com/BTNYMentor2019>) by **Sunday, May 12th at 11:59PM**, which also includes:

- Resume
- Most Recent College Transcript
- Recommendation Link

If you have any questions, please e-mail [seasonal@btny.org](mailto:seasonal@btny.org)