ABOUT THE ROLES
As a High School or College Access Mentor you will guide the success of BTNY 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…

● Teaching a core group of 12-15 students in your assigned grade level. Support the BTNY team in ensuring that your students meet organizational expectations, including:
  o 85% or above in each academic class
  o Participation in at least two extracurricular activities
  o Engagement in all six Super Saturdays (and Seminars if in 9th or 10th grades)
  o CAMs only: Apply to at least 12 best fit colleges (including at least 1 CUNY and 1 SUNY school)
  o CAMs only: Submit all financial aid applications
  o CAMs only: Apply to at least 5 scholarships
● Working onsite or remotely (circumstances depending) during six Saturdays throughout the academic year with other mentors and full-time BTNY high school staff
● Planning and teaching grade level college readiness workshops for a small class of high school students.
● Conducting monthly mentor check-ins by phone or video chat with a core group of 5-10 students (HSMs) or 12-15 students (CAMs), and report the information gathered during those meetings in a timely fashion
● CAMs only: Apply to at least 5 scholarships
● Complete 24+ hours of training and at least four hours of professional development during the year
● Receiving feedback constructively in order to improve performance
● Tracking and reporting 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
● Understands that supporting students means gathering and reporting information in a timely fashion
● 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 2020-21 academic year
● Is confident with MS Office (Word, Excel, and PowerPoint in particular), Google Suite, and comfortable learning new systems.

MENTOR CALENDAR…

● Late August – three full days of High School Mentor Training. August 28-30. (Make-up dates September 11-13, if needed).
● School Curriculum Day: September 19
● Professional Development Workshops (Mentors will choose which specific November and January date to attend):
  o November 9-13
  o January 25-29
● Super Saturday Dates:
  o September 26
  o November 14
  o December 12
  o January 30
  o March 20
  o May 15
● Between Super Saturdays:
  o Remotely check in with each of your assigned cohort of students
  o Review your lesson plan for the upcoming Super Saturday
  o Check-in Meeting with assigned High School staff member
o Attend Professional Development Meeting with all mentors and BTNY full-time high school staff

ANTICIPATED TIME COMMITMENT...
This role requires approximately 110-130 hours (HSMs) or 120-140 hours (CAMs) throughout the academic year, including:
- 24 hours of training – August/ September
- 54 hours of Saturday Programming – 6 Saturdays throughout the academic year, 7am-4pm
- 20 hours (HSMs) or 36 hours (CAMs) of student monthly check-ins – 30 minute check-ins with select students within your cohort 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 team member between each Saturday program, plus two two-hour sessions chosen by the HSM
- 2 hours to attend the Fall Curriculum Night

COMPENSATION
- New Mentors will be compensated at a rate of $15/hour
- Returning Mentors will be compensated at a rate of $16.50/hour
- Mentors will also receive ongoing professional development support, including Professional Development Workshops and letters of recommendation

TO APPLY
Complete the High School/College Access Mentor application online at tinyurl.com/BTNYMentor2020 by Sunday, July 5th at 11:59PM, which also includes:
- Resume
- Most Recent College Transcript
- Recommendation Link

If you have any questions, please e-mail seasonal@btny.org