

Mentor Job Description

What is Summer Springboard?

Our mission at Summer Springboard is to help students increase their self-awareness so they can make decisions about college selection, academic majors, and career planning that reflect their personal vision for success. Our innovative pre-college summer programs, offered at some of the nation's leading colleges and universities, combine the benefits of an academically challenging summer experience with tools and frameworks for personal leadership development and self-discovery.

We are seeking **Mentors** to join our programs.

Mentors are an integral part of the Summer Springboard team. We are seeking *energetic, fun, and engaging individuals* to inspire our teens to become the best version of themselves.

Mentors will report to and be under the direct supervision of the Campus Director and Assistant Campus Director.

Who is a Great Mentor?

1. **Mediator:** Mediating conflict and maintaining a positive group dynamic.
2. **Model:** Be a role model to your students. Possess a good attitude.
3. **Caretaker:** Take care of the physical and mental health of your student.
4. **Listener:** Be an active, empathetic listener.
5. **Facilitator:** Facilitate meaningful discussion and reflection. Demonstrate the ability to facilitate individual conversation and engage with students.
6. **Teammate:** Offer proactive assistance to your team members, for the good of the overall program.

Position Responsibilities

Mentors will supervise students in a university residence hall setting and help guide students through campus life. Mentors will design, execute, and plan a variety of activities, either social or co-curricular in nature. Completing nightly check-ins, monitoring curfew, and helping students adapt to dorm life are just some of the aspects. Mentors will help facilitate or lead activity groups, athletics, projects, discussions, or workshops during the program. On weekends, Mentors will accompany and be responsible for students while out and about on excursions such as museums, local sports team games, or tourist attractions. Mentors should be highly accessible in the residence hall and around campus, especially during the afternoon and evening hours.

Mentor Training:

- Participate in one virtual training with Summer Springboard HQ staff and Campus Director.
- Complete online pre-program training via a designated platform
- Attend four days of in-person training on campus prior to the start of the first camp session.
- Read and prepare questions on all the resources provided by Summer Springboard.

Plan for and prepare for the program:

- Read through and complete all staff forms and paperwork in a timely manner.
- Participate in an introductory virtual call with your Campus Director or Program Director.
- Become familiar and comfortable with the program schedules, structure, resources, staff responsibilities, and Summer Springboard's 5-Point Safety Plan and other emergency and health procedures and policies prior to your arrival to campus.
- Plan arrival/departure travel to/from your designated campus (SSB provides support with a \$400 travel stipend at the end of the program included in your final paycheck, it is your responsibility to arrive on campus).

Work to uphold positive group dynamic:

- Live alongside students; Mentors will have responsibility for students 24 hours a day, 7 days a week while programs are in session (except for designated evenings off).
- Protect the health and safety of students at all times.
- Facilitate or co-facilitate team building and reflection activities, as well as parts of the Summer Springboard curriculum.
- Work as part of a team to create a successful, safe, and fun learning environment for students.
- Enforce the rules and policies of Summer Springboard and those of the host university's residence life department, dining services, and campus safety.
- Mentor and counsel students through personal growth experiences and discussions.
- Meet regularly with the supervisor and residential staff.
- Provide constructive feedback for further program and curriculum development.
- Hold students accountable for their behaviors and be comfortable enforcing policy.
- Confront and respond appropriately to any violation of Summer Springboard rules.
- Use common sense and good judgment when interacting with students, staff, and University partners!

A “Day In The Life”—Student Compared to Staff

On the left is the general breakdown of how a student's weekday is structured, and on the right is a general overview of what an RA/Mentor's “typical*” weekday might look like in conjunction with that:

A DAY IN THE LIFE OF A SUMMER SPRINGBOARD STUDENT

CAMPUS BASED - TYPICAL WEEKDAY SCHEDULE



WEEKDAYS:

8:00AM: Breakfast with the staff and students in the dining hall.

9:00AM-Noon: Free time OR time spent assisting a course instructor with various tasks, preparing for an evening activity or excursion, attending daily staff meetings with Campus Director and Mentors, etc., when applicable.

Noon: Lunch with the staff and students in the dining hall.

1:30PM-3:00PM: Attending or facilitating a social/recreational activity for the students OR accompanying students with their instructor on a pre-arranged academic excursion.

3:30PM-5:00PM: Assisting or leading an elective.

5:00PM-6:00PM: Free time in the vicinity of students.

6:00PM: Dinner with the staff and students in the dining hall or off-campus location.

7:00PM-8:00PM: Attending or facilitating a nightly evening social or recreational activity for the students. *If it is your evening off, this does not apply to you!*

8:00PM-10:00PM: Free time OR time spent engaging with students. *If it is your evening off, this does not apply to you!*

10:30PM: Checking all the rooms on your floor to make sure the residents are present. *If it is your evening off, this does not apply to you!*

WEEKENDS (All Day):

Accompanying students with the rest of the staff for

all weekend trips, activities, and excursions.

IN BETWEEN SESSIONS

Mentors may be needed to assist with airport transfers and supervise any students staying for two sessions.

This is a fair representation, but “typical” is in quotes above because plans adjust from time to time, and you would be called upon for help and support as necessary where and when needed.

Required Qualifications

- Currently enrolled in college or graduate school (At least 2 years of undergrad experience by the summer of employment) OR Bachelor's degree.
- Minimum of 2 seasons working in a camp or experiential learning environment or equivalent.

- Exhibit positive behaviors/attitudes and serve as a role model for Summer Springboard students.
- Two years of experience working with teenagers.
- *Exceedingly personable, positive, and engaging demeanor.*
- Group management experience and cross-cultural awareness.
- Collaborative in nature; skilled in problem-solving and communication.
- Good physical and mental health. Staff must possess the ability to actively participate in all elements of the program's experience.
- Natural aptitude to motivate and energize students in a variety of settings, situations, and ice-breaker/team-building activities.
- Facilitation experience with team building and leading workshops, or interest in gaining experience.
- Proactive in nature with the ability to anticipate team and student needs and ready to volunteer and take on responsibilities.

Required Certifications

- CPR and First Aid for Adults certification. Any advanced certification (WFA/WFR) is also accepted.
 - **Note: Summer Springboard does not accept online CPR/First Aid certifications. Certifications must be attained prior to the staff's contract start date and will be at the expense of the candidate.**

Preferred Skills/Experience

- Experience with the university campus or immediate surrounding area/city where you will work.
- Prior experience as an RA/Mentor, Camp Counselor, or similar type experience that entailed withdrawing students out of their comfort zone and engaging with them to build a community and establish friendships.
- Knowledge of one subject matter being offered on campus where you will work. Those can be found on our [website](#).
- High school counseling and/or tutoring experience.
- Good problem-solving and mediation skills; empathy and listening skills;
- Great team player!
- Advanced degree is a plus.

Compensation and Benefits

- \$1,300 per session; \$250 for pre-program training (online + in-person); \$400 travel stipend at the end of the summer programs: potential bonus based on performance and for successfully completing all program sessions (includes positive reviews and feedback from students, colleagues, and supervisors).
- Housing and meals (breakfast, lunch, and dinner) are provided at the designated campus during Pre-program Training and the duration of program sessions. *Summer Springboard does not provide housing or meals for staff **arriving prior to Pre-program Training** or **departing late**.
- Professional development and networking opportunities. Our course instructors are notable individuals with years of experience at reputable companies, organizations, and/or educational institutions. You will have the ability to network with them.
- The ability to make an impact on students and their future.
- The opportunity to experience a new city and go on fun, free, and exciting activities!
 - "While in Boston, the staff and I had ample experiences exploring the city working for Summer Springboard each session. On the weekends, we all (staff and students) took a walking tour of the city and got to explore Copley Square, The Freedom Trail, Downtown Boston, Faneuil Hall & Quincy Marketplace, and the restaurants of Boston's North End. We also had the chance to attend Red Sox games each session, take Duck Tours through the city and up the Charles River, and visit Six Flags Amusement Park in Springfield. During the week, staff also get the opportunity to join students on various field trips to local academic course-specific companies, sites, museums, and more. All of this for free!" – Ryan Farrell, Assistant Campus Director (Boston 2021)

Important Notes

- RA/Mentors will be subject to background checks prior to employment. For some staff, additional checks are required and contingent on hiring:
 - California Mentors are required to complete an additional fingerprint LiveScan from the California Department of Justice
 - Boston Mentors are subject to an additional CORI/SORI check from the Massachusetts Criminal Offender Record Information
 - Yale Mentors are subject to an additional BCIS background check from the Connecticut Office of Early Childhood
 - GA Tech Mentors are required to complete an additional Youth protection form
 - Duke Mentors must successfully pass an additional background check and complete extra University specific online training
 - International Campus Mentors are required to complete background checks in the last country of 2 + years residence.

- Mentors must commit to working all sessions at their designated campus, plus be available four days prior to the start of Session 1. Please see the above table or the [Summer Springboard](#) website for session dates. **There will be scheduled time off and breaks during the days for each Mentor.**

How to Apply

1. Complete and submit our [staff application](#). Applicants who do not complete the entire application process will not be considered.
2. Summer Springboard will review your application. If your application is selected, you will be invited for a first-round interview. Subsequent interview rounds for outstanding candidates are conducted via video.
3. If you make it through the interview process successfully, Summer Springboard will run a background check and contact your references. Upon successful clearance, you will be offered a position.

Note: Summer Springboard programs are not run by our campus partners. Universities and their affiliated departments are not responsible for the Summer Springboard program in any way. (only exception Cal Poly SLO)

Tentative Programs and Dates are as follows:

Campus Location + Team	Session 1	Session 2	Session 3
Yale	Session 1: June 16 - 28	Session 2: June 30 - July 12	Session 3: July 14 - 26
UC Berkeley Team A	Session 1: June 16 - 28	Session 2: June 30 - July 12	Session 3: July 14 - 26
Boston	Session 1: June 16 - 28	Session 2: June 30 - July 12	
GA Tech/Duke**	Session 1: June 16 - 28	Session 2: June 30 - July 12	Session 3: July 14 - 26
UC Berkeley Team B	Session 1: June 23 - July 5	Session 2: July 7 - 19	Session 3: July 21 - August 2
UCLA*/Washington	Session 1: June 23 - July 5	Session 2: July 7 - 19	Session 3: July 21 - August 2

Georgetown*	Session 1: June 23 - July 5	Session 2: July 7 - 19	Middle School: July 21 - 26 - See table below
Cal Poly SLO	Session 1: June 30 - July 12	Session 2: July 14 - 26	
New York	Session 1: June 30 - 12	Session 2: July 14 - July 26	
UC San Diego	Session 1: June 30 - 12	Session 2: July 14 - July 26	Session 3: July 28 - August 9
Paris, France/Oxford, UK*	Session 1: June 30 - 12	Session 2: July 14 - July 26	Session 3: July 28 - August 9

*UCLA operates S1 & S2 (the team moves to Washington for S3)

*GA Tech operates only Session 1 (the team moves to Duke for S2 & S3)

*Paris operates only Session 1 (the team moves to Oxford for S2 & S3)

UC Berkeley operates with two separate teams (Team A and Team B) on different dates

Campuses in blue have the same team: The Campus Director + team move from one campus to another in between sessions (there will be only one pre-program training session prior to session 1 - a brief follow-up campus tour to familiarize with new surroundings at the second campus)

Middle School

UC Berkeley Middle School	Session 1: July 7 - July 12	Session 2: July 14 - July 19	Session 3: July 21 - July 26	Session 4: July 28 - August 2
Georgetown Middle School	Session 1: July 21 - July 26			

If you're interested in applying to work at our Georgia Tech location, preference will be given to applicants who can work one session in GA Tech (see above dates) and then relocate to our Duke campus for its two sessions (see above dates). The same applies to our UCLA/Washington, and Oxford/Paris locations respectively. Summer Springboard will provide transportation between locations only.