

Alumni Mentor Job Description

What is Summer Springboard?

At Summer Springboard, our mission is to help middle school and high school students discover their passions, build self-awareness, and make informed decisions about their future academic and career paths. Through hands-on academic courses, leadership workshops, and immersive college experiences, SSB empowers students to define their personal vision for success.

Alumni Mentors bring experience, reliability, and leadership to the Summer Springboard staff team. Serving as both a mentor and an operational support member, Alumni Mentors ensure program consistency, strengthen team collaboration, and help maintain a high-quality experience that defines SSB.

Position Overview

The Alumni Mentor is an experienced returning mentor who brings continuity, leadership, and institutional knowledge to the mentor team. Alumni Mentors perform all Mentor core responsibilities while taking on one specific program assignment that supports campus leadership with program operations.

Mentor Essential Functions

Student Supervision & Support:

- Live in the residence halls and supervise students throughout daily life, including meals, activities, excursions, and curfew (except for designated time/evenings off)
- Serve as the primary point of contact for an assigned mentor group, ensuring each student feels supported, included, and safe.
- Facilitate daily check-ins, team building, group reflection sessions, and assist with the Summer Springboard curriculum (typical program day lasts from 9 am-10:30 pm each day).
- Uphold and model the Summer Springboard Code of Conduct; address behavioral concerns promptly and professionally.

Program Engagement:

- Facilitate, attend, and participate in daily campus life, academic enrichment sessions such as College Readiness workshops, and True You leadership sessions.
- Lead evening and weekend activities that promote teamwork, creativity, and community.
- Collaborate with fellow staff to ensure a positive and enriching experience for all participants.
- Support campus-wide events, student arrival and departure days, and excursions.
- Meet regularly with the supervisor and residential staff.

Safety & Communication

- Supervise students during all on- and off-campus activities, ensuring their safety and adherence to program policies.
- Communicate promptly with the Campus Director and Academic Manager regarding incidents or student needs.
- Maintain professionalism and appropriate boundaries while fostering strong mentor-student relationships.

Alumni-specific assignments may include:

- Airport Coordination
- Check-In/Check-out Operations
- Clubs & Student Activities
- Inventory & Supplies Management
- Room Checks & Residential Life
- Academics Session Support
- Weekend Excursions
- Commuter Students

Mentor Training:

- Complete online pre-program tasks.
- Participate in live virtual sessions with Summer Springboard HQ staff and campus leadership.
- Attend four days of in-person training on campus prior to the program start.

Required Qualifications:

- Returning SSB Staff Member
- Currently matriculated or completed a bachelor's degree
- Strong interpersonal, leadership, and communication skills.
- Ability to adapt to fast-paced, dynamic environments.
- A genuine passion for working with middle or high school-aged students (typically 14-18 years old), supporting their personal development, and having a positive experience.
- Proficiency in using Google Workspace tools, including Gmail, Drive, Sheets, Docs, Slides, Photos, and Sites, for communication, scheduling, and documentation. Ability to adapt quickly to additional digital platforms and mobile applications used during the program for coordination, reporting, and real-time communication.
- Must be legally authorized to work in the United States.
 - SSB does not provide visa sponsorship.
- CPR Adult & Child + First Aid Certification (MUST be completed in person prior to contract start).

Note: Summer Springboard does not accept online CPR/First Aid certifications. Certifications must be attained prior to the staff's contract start date at the expense of the candidate. Must be valid and up to date.

Preferred Skills

- Experience as a Resident Advisor, Camp Counselor, or Student Leader.
- Familiarity with college campus life and student supervision.
- Creativity in planning activities and engaging diverse groups of teens.
- Team-oriented mindset with a positive and proactive attitude.
- Good problem-solving and mediation skills; empathy and listening skills.

Compensation and Benefits:

- Returning Staff Signing bonus: starting at \$200, with an increase each consecutive year of return
- \$750 per week, \$1,500 per session;
- \$314 for pre-program tasks and in-person training on campus (arrival Wednesday before program start)
- Travel Allowance: \$400, issued upon successful completion of the full contract term. Early departures or incomplete contracts will result in forfeiture of the travel allowance.
- Housing and meals (breakfast, lunch, and dinner) are provided for the duration of employment
- Professional development in leadership and networking opportunities.
- The opportunity to make a lasting impact on students' lives while building career skills.

Note: Summer Springboard does not provide housing or meals for staff arriving prior to Pre-program Training or departing after the final contract date.

How to Apply:

1. Complete and submit our [Seasonal Staff Application](#).
2. Qualified applicants will be invited to a first-round interview, with select candidates advancing to the next stage.
3. Candidates who successfully complete the hiring process will undergo reference and background checks before receiving a formal offer of employment.

Tentative Program Locations and Dates:

Summer Springboard operates at the following locations and campuses: Barnard, Berkeley, Boston, Georgia Tech, Duke University, UCLA, Georgetown, Cal Poly SLO, NYU, New York School of Interior Design, UC San Diego, UC Santa Barbara, University of Washington, University of Michigan, Oxford, Vanderbilt, and Yale University.



Summer Springboard's programs take place between June 10 and August 7, 2026. Each program location has specific session dates with one day off between sessions. Please refer to the [2026 Program Teams and Contract Dates](#) for details on summer assignments and campus locations.

Alumni Mentors must commit to working all sessions at their designated campus(es) and be available four days prior to student arrivals. Each Alumni Mentor will be scheduled for time off and breaks during the day.

Note: Summer Springboard programs operate independently and are not affiliated with the University campuses where we operate. Universities and their affiliated departments are not responsible for the Summer Springboard program in any way (the only exceptions are the Cal Poly SLO and NYSID programs).

Please reach out to summerjobs@summerspringboard.com for any questions or clarifications