



Afterschool Program Staff: Youth Development Mentor Position Description

Beacon House's mission is to provide children in the Edgewood neighborhood of Northeast Washington, DC with a safe, nurturing, life expanding community in which to increase their academic achievement, discover their talents, and to grow into healthy adults who achieve their greatest potential. Our programs focus on closing the education achievement gap, and thus improving the economic trajectories, of children in Ward 5 for whom generational poverty is most persistent.

Beacon House values:

Community
Saving and changing student lives
Students and family first

POSITION SUMMARY

Youth Development Mentors (YDM'S) are the front line staff, nurturing and supporting the growth and development of Beacon House students. YDM's will:

Program, Curriculum, and Youth Responsibilities

- Be responsible for a group of up to 15 students, ensuring the safety of the children and guiding their growth and social-emotional development
- Assist with the completion of homework and support students in developing 21st Century skills to prepare them for success in school, work, and life
- Support the implementation of technology-enabled learning and be open to learning new skills alongside youth
- Study and implement existing curriculum, and help prepare, adjust, and implement new program curriculum and activities
- Lead and design activities such as arts and crafts, inside and outside organized games, science, mathematics, engineering and technology (STEM) activities, literacy activities, and character development activities
- Support partner organizations when they come to work with youth
- Take a leadership role in one or more of Beacon House's enrichment activities or programs either through leading or co-leading the program yourself or being the lead staff member supporting an outside partner organization
- Support and fully-utilize volunteer capacity, report to supervisor any issues or training needs
- Identify students who may need individualized academic or emotional support and bring them to the attention of supervisor
- Communicate positively to parents about their child's progress and needs, and participate in parent engagement activities



- Pick up children from neighborhood schools and walk them to Beacon House for programming each day
- Maintain a clean and child-friendly space
- Other duties as assigned

Administrative Responsibilities

- Maintain a written record of daily student attendance and other data, report any inconsistencies or concerns to supervisor, and assist with accurate and timely data collection
- Support implementation of assessment and evaluation, and ensure completion of youth surveys and data collection each semester
- Submit incident reports as needed, and communicate with parents and supervisors about incidents
- Attend and be on time to all meetings and trainings
- Actively participate in professional development with other staff members
- Communicate effectively with co-workers and supervisors about student issues, absences, and program needs
- Attend occasional special events and activities
- Other duties as assigned

Qualifications:

- A positive attitude with a willingness to be flexible
- Ability to work independently and thrive when working as part of a team
- A minimum of three years of experience working with youth and families in a program or classroom setting, including demonstrated good judgement in times of need
- High School diploma or GED
- Willingness and ability to learn and problem-solve in a fast-paced environment
- Proficiency with Microsoft Office Suite
- Confidence in learning about and using new technology in programming with youth
- Experience working with underserved youth is a plus

Typical Hours: Monday-Friday 2:30pm-6:30pm, with occasional special programming outside of regular hours. Wednesday hours will begin at 1:00pm.

Beacon House serves K-12 students. There are multiple openings available in the Kindergarten through 6th grade classes. This position will be open until filled.

Please apply by emailing your cover letter and resume to jobs@beaconhousedc.org, describing your experience in Youth Development and/or Education. Applications without a thoughtful cover letter will not be considered.