



**LEADERS INITIATIVE  
COLLEGE ACCESS MENTOR PROGRAM  
POSITION DESCRIPTION**

**This is *your* opportunity to help turn dreams into reality.** With the **College Access Mentor Program (CAMP)**, your involvement in our students' lives will have a lasting impact on their future outcomes. You will contribute to the diversification of our nation's scientific workforce and the empowerment of under-represented students by becoming an Ocean Discovery College Access Mentor! For more information on the breadth of work that Ocean Discovery Institute does, please visit [www.OceanDiscoveryInstitute.org](http://www.OceanDiscoveryInstitute.org).

We are seeking College Access Mentors to support our Ocean Leader high school students in their transition to life after high school. Our Mentors play a critical role in our students' postsecondary decision making, guiding them in their next steps based on the student's chosen career pathway. As part of this position you will be paired with an Ocean Leader Mentee on their path to becoming a science and conservation leader as you support their postsecondary applications, financial aid, scholarships, and selection process.

For a look at what we do, view this video: [https://www.youtube.com/watch?v=U3O\\_fnQ-uWM](https://www.youtube.com/watch?v=U3O_fnQ-uWM)

**ABOUT YOU**

**Responsibilities:**

- Meet weekly with mentee from September to June.
- Coach mentee through decisions, allowing them to critically think about their postsecondary plans and empowering them to take action.
- Communicate progress on pathway decisions and postsecondary applications with College and Career Coordinator after every meeting.
- Contribute to the development of CAMP by providing and incorporating regular feedback, and being flexible to program changes.
- Attend *all* CAMP events. See time commitment below.
- Must pass fingerprinting / background check and adhere to Ocean Discovery's risk management policies.

**Qualifications:**

- Enjoy working with youth toward achieving life goals.
- Patient with student performance and open minded to the multiplicity of pathways available after high school.
- Embrace challenges that arise as opportunities for student empowerment.
- Act with awareness, appreciation, and sensitivity towards low-income and multicultural youth and families.
- Proficient in computer software to include Word, Excel, Outlook, PowerPoint, typing.
- Well organized, detail-oriented, thorough, and accurate.
- Experience in STEM fields preferred; ability to communicate in Spanish helpful.

**ABOUT US**

- We do what we say we will do.
- We develop our staff as leaders.
- We build authentic relationships.
- We value learning, diversity, stewardship, leadership, and passion.
- We make an impact on young lives while working in an energetic and highly successful team.

## **TIME COMMITMENT**

This program requires a high level of commitment to your mentee. It is a 13-month relationship starting in May and ending the following June, with an average work load of 20 hours per month. Outlined below are all the required trainings and meetings.

### **Get to know your mentee (May to June):**

- Mentor Orientation – This session will orient prospective mentors to Ocean Discovery Institute, the College Access Mentor Program (CAMP), and the role and expectations of a mentor.
- Field Trip #1 – Get to know your mentee and their families during a day of discovery.
- Summer Meetings (optional) – Meet with mentees to establish regularity, build the relationship, and determine personal statement topics.

### **Meet your mentee where they're at (September to December):**

- Pre-Service Training – Mentoring 101: best practices, context training, and relationship-building.
- Regular Meetings – Commit approximately 1-3 hours per week to one-on-one meetings with your mentee.
  - Independently review, provide feedback on, and track progress of Mentee's post-secondary, financial aid, and scholarship applications.
  - These meetings will be coordinated between mentor and mentee directly.
- Field Trip #2 – Choose amongst several fun activities to continue to foster mentoring relationship.
- Personal Statement Workshop – Learn tips and tricks to college admissions writing in this workshop led by writing expert and former CAMP mentors.
- Application Bootcamp – Support your mentee on their final push to the college application deadline.
- Mid-Year Celebration – Debrief application season and learn what to expect for scholarship season. Celebrate successful submission of applications with students and families.

### **Empower mentee to make decisions (January to June):**

- Selection Bootcamp – Learn how to interpret financial aid award letters and assist mentees in comparing schools based on fit and finances.
- Send-off Bootcamp – Learn the unique way first-generation students should properly prepare for the college transition and assist mentees through the day's activities.

## **HOW TO APPLY**

Come to the orientation on May 1<sup>st</sup> to pick up an application or contact [ccontreras@oceandi.org](mailto:ccontreras@oceandi.org) for more information! Please send your RSVP for this orientation to [ccontreras@oceandi.org](mailto:ccontreras@oceandi.org) by April 20<sup>th</sup>.