

<u>Title</u>	<u>Duration</u>	<u>Time Commitment</u>
College Access Mentor	13 months	20 hours per month

Key Responsibilities

- Meet weekly with mentee from September to June.
- Support mentee in postsecondary applications, financial aid, scholarships, and selection process.
- 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 the College Access Mentor Program by providing and incorporating regular feedback, and being flexible to program changes.

Volunteer Impact

- Play a critical role in student's postsecondary decision making, guiding them in their next steps based on their chosen career pathway.

Commitment

- Approximately 20 hours per month for 13 months (May 2018 to June 2019).
- Must attend three 2-hour trainings and three 6-hour workshops throughout the year.

Requirements

- Must be able to pass a Live Scan criminal background check.
- Willing to adhere to Ocean Discovery's risk management procedures.

Preferred Qualifications

- Experience in STEM fields is preferred.
- Ability to communicate in Spanish is helpful.
- 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.
- Awareness 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.