Youth Mentor/Academic Tutor/Activities Facilitator/Driver

American Indian Child Resource Center (AICRC)
Oakland Indian Education Center
522 Grand Avenue, Oakland, CA 94610

Hours: 20-25/week
Pay: $12-16/hour depending on experience
Majors encouraged: Education, Sociology, American Indian Studies, Kinesiology or related

The Oakland Indian Education Center (IEC) is housed in the American Indian Child Resource Center (AICRC), a non-profit community-based social service and education agency operating in Oakland, California. The AICRC was established in 1974 to provide services to American Indians in the aftermath of the 1950s federal policy of relocating American Indian families from rural reservations to urban cities.

AICRC continues to serve as a gathering place for newcomers as well as the descendants of families who arrived a half a century ago. The programs still reflect this original mission - to preserve and promote the integrity and culture of American Indian youth and their families. The IEC, through the comprehensive after-school program, focuses on fostering the academic success of Native youth and providing outlets for social and personal development.

The IEC provides culturally relevant and evidence-based services to address barriers to academic success and the emotional and cultural well-being of American Indian youth and families.

The Youth Mentor/Academic Tutor/Activities Facilitator works with our middle and high school youth during our After-School Program. AICRC provides: ongoing & relevant training and tutor/mentor support; ongoing supervision and evaluation; low student/staff ratio; fun, challenging and enriching work environment; and an opportunity to make a positive, lasting difference in the lives of Native, urban young persons.

Qualifications:

- Knowledge of American Indian Culture & historical/contemporary issues facing Native, urban youth in Oakland is strongly preferred (Cultural Competency)
- Working experience engaging with youth ranging in ages 11-18
- Experience in/with planning & (co)facilitating small/large group discussion, activities & games
- Strong academic skills in MS/HS Language Arts, Math, Science, Foreign Languages & the Arts. Be able to create and maintain a quiet & interactive 60-minute HW assistance space 4 days a week!
- Strong Interest in and/or possess specific skills-set in Sports (Football, Lacrosse, etc.) and/or Physical Movement (Yoga, Dance, B-boying, Capoeira, T’ai chi ch’uan, etc.).
• **Strong Interest in and/or possess specific skills-set in Nutrition & Cooking classes/activities, Multi-media Arts (Graffiti, Stenciling, Silk Screening, Music/Music Production, Drumming, Writing and Storytelling, Photography and other such Traditional Native Arts, etc.), or other such group activities is a plus!**

• Strong sense of humor and willingness for self-direction, innovation and personal growth

• Honest, Accountable & Respectful; Ability to be on time, every day, is a must!

• Positive Behavior Modification and/or Restorative Justice experience/skills-set is a plus!

• Be available (1-2) extra evenings per month to drive/chaperone students at/to extra-curricular activities/events (*i.e.* movies, camping, overnight @ the CRC, sports events, concerts, etc.)

• BA/BS required or working towards a (two-year/four-year) degree (*students welcome!*)

• Possess a valid & current California Driver’s License and a clean DMV record.

• Must be able to pass a Criminal background check and test negative on your Tuberculosis Skin Test (*TB/PPD Skin Test*) before starting.

**Daily Duties & Responsibilities:**

1. Be able to create, develop and maintain (*using motivation, incentives & Positive Behavior Modification*) an interactive & efficient HW Assistance/Tutoring space four (4) days per week. *(60 minutes in duration and held during the second hour of daily After-School Programming).*

   Provide small group (6-8 students – 6th grade, Middle School and/or High School) homework assistance/tutoring to CRC Student/Participants Monday - Thursday! Demonstrate initiative and consistency in creating & developing activities in your interest/skills-set area (*i.e.* math study groups, essay writing workshops, spelling bees, study skills sessions, time management sessions, improving communication with your teacher(s), college prep, etc.). **For this block of time, you will be the only adult responsible for holding down the space – with occasional assistance from the CRC After-School Program Coordinator and/or other CRC Staff & Volunteers.**

2. Plan & (co)facilitate 1 to 2 CRC Program Activities per week *(45 – 60 minutes in duration and held during the last hour of daily After-School Programming).*

   Show initiative and consistency in creating & (co)developing age appropriate activities in your interest/skills-set/CRC Program Needs Areas (*i.e.* Nutrition & Cooking classes/activities, Multi-media Arts (*Graffiti, Stenciling, Silk Screening, Writing and Storytelling and other such Traditional Native Arts, etc.); Leadership Development; Boys Group; Drumming; Photography/Videography; Music/Music Production; Murals; CRC Youth Newspaper/Current Events Beat, etc.). **For this block of time, you will be the only adult responsible for holding down the space – with occasional assistance from another AICRC Mentor/Tutor, the CRC After-School Program Coordinator and/or other CRC Staff & Volunteers.**

3. Plan and facilitate 1-2 Outdoor/Indoor Sports and/or Physical Movement Activities & Games a week for 6 – 21 CRC Student/Participants. *(45 – 60 minutes in duration and held during the first hour of daily After-School Programming)*

   Be able to create and maintain a fun, relaxed & interactive 45- 60 minute Physical Movement space 4 days a week! **For this block of time, there will always be at least two adult Mentors/Tutors – leading and/or assisting in leading the planned daily activity.**
4. Provide the AICRC After-School Programs Coordinator (one week prior to ALL proposed activities in order to allow enough time to secure proper staff coverage, transportation, supplies, meals/snacks, etc.) with daily, weekly and monthly Lesson/Activity Plans.

5. Provide ongoing ‘informal mentoring & light case management’ services to CRC Student/Participants (one-on-one and small-group check-ins in order to discuss & get a feel for current issues at school & at home, school grades, peer relationships, etc.). Be ready to report and share (being respectful to Mentor/Student confidentiality and cognizant of ‘mandated to report’ AICRC/State policies & practices) at our weekly CRC Staff Meetings held every Monday from 1:30pm – 2:30pm.

6. Attend ALL weekly CRC Staff Meetings and be prepared to report out/share with CRC Staff new & major developments, Student/Participant Highlights, areas of concerns, need for training/assistance in ALL areas of the After-School Program (Sports/Physical Movement, HW Assistance/Academic Tutoring, CRC Program Activities and lastly – student pick-up & drop-off).

7. Assist in maintaining accurate CRC records of all Student/Participants (such as daily narratives, attendance logs, etc.)

8. Communicate in a timely manner with the CRC After-School Programs Coordinator, the CRC Case Managers and the Oakland Indian Education Center Therapeutic Staff to assist in the contacting & follow-up with all Student/Participants’ teachers & parents and/or Guardians (as needed) as an ongoing way stay current and follow-up on Student/Participant’s homework, tests, quizzes, classroom issues, grades, peer-to-peer concerns and any and all crisis interventions, etc.

9. Work with the AICRC After-School Programs Coordinator and other CRC Staff to provide holistic, comprehensive, age appropriate and relevant Cultural & Arts Programming while maintaining open & timely communication, respect and dignity between staff, parents, and Student/Participants, etc.

10. Must be able to commit for the entirety of AICRC After-School Program Year (we follow the Oakland Unified School District (OUSD) school year calendar) and be available to attend all necessary trainings, professional development sessions and staff meetings as required by the CRC After-School Programs Coordinator.

11. Once hired for the above position with the AICRC, you can begin to transport students from school (to the CRC) and to their homes (at the end of each program day) using the agency’s vans & cars. Please plan to be available between the hours of 2:30pm and 8:30pm Monday - Thursday (and from 1:30pm – 8:30pm on Mondays in order to be present at our weekly Case Management & CRC Staff Meetings).

Please email Norman Ospina, 510-208-1870 ext 312, norman@aicrc.org