



UC Berkeley Public Service Center Bridging Berkeley Mentor Job Description

Program Description

Bridging Berkeley mentors provide math support to 6th-8th grade youth in Berkeley, and help them understand the concepts behind math homework (versus just getting the correct homework answers). If you have a federal Work Study allocation for the 2017-2018 year, you may be paid. If not, you can volunteer. You will be expected to work **at least two days a week if you are Work Study.**

Work-Study Pay: \$13.00 per hour if you are eligible for work-study. Not sure if you are eligible?
Contact Cal Central in Sproul Hall to find out.

On-Site Mentoring, Activity Management, & Collaboration

75%

- Serve as a mentor in 3-4 40 minute mentoring sessions, working with 2 middle school students per session
- Support your students' development of math concepts by asking questions, supporting them in thinking through multiple solutions and different contexts where the concept may be applied
- Fill out a math log for each session
- Collaborate with mentor team to problem-solve, share strategies, and recognize your scholar's accomplishments
- Know and follow site protocols including dress code and child abuse & neglect reporting policies
- Provide a nurturing environment for scholars to learn and grow
- Work to develop a strong, supportive community among student mentors
- Develop and maintain relationships with parents and/or site staff

Trainings & Meetings: All events you must attend are highlighted

20%

- Attend Mentor Orientation/Training on **Saturday, September 9th** (location and time will be emailed)
- Attend Site Orientation as scheduled by the school
- Participate in weekly meetings with your mentor team; collaborate with your fellow mentors to share strategies, maintain strong communication, and a culture of collaboration.
- Attend **2-3 workshops/trainings during the semester**

Administrative

5%

- Complete monthly Online Reflections on Bcourses

Work-Study Mentors:

- **Bring your passport or social security card and photo ID to Student Affairs Human Resources to fill out hiring paperwork at 2610 Channing Way, behind Crossroads Dining Commons before orientation (b/n 10am-4pm)**
- Complete CalTime timecards by each deadline

Preferred Qualifications

- ◆ If Work Study eligible, must have met the March FAFSA deadline of last year
- ◆ Demonstrated interest in working with youth and prior experience with youth
- ◆ Demonstrated experience working in diverse communities
- ◆ Love for math and willingness to think conceptually and theoretically not just procedurally
- ◆ Patience, particularly when working with children, and ability to make learning fun
- ◆ Consciousness of safety and ability to reduce risks for children in an afterschool environment
- ◆ Strong written and oral communication skills, and ability to balance school with work schedule