

**W&M Civic & Community Engagement**  
**AmeriCorps Middle School Content Lead & Mentor (1 position)**  
**Williamsburg, VA**

<b>Service Position:</b>	AmeriCorps Middle School Content Lead & Mentor
<b>Employment Category:</b>	Salaried Part-Time Professional
<b>Service Location(s):</b>	Abram Fink Community Center (JCC Parks & Recreation) & Hornsby Middle School
<b>Department:</b>	2D5000 Civic & Community Engagement
<b>Unit Mission Statement:</b>	Together with members of William & Mary and our broader communities, we cultivate equitable and transformational relationships, and provide programming and resources for students to become lifelong community-centered leaders.

**Member Impact:** The Middle School Content Lead & Mentor will develop middle school students' social emotional skills through high quality project-based activities that allow adolescents to explore their interests/sparks and build their sense of purpose, sense of self, and motivation to achieve their goals.

**Immediate Supervisor & Contact Information:** Meredith Kier

**Service Position Summary:**

The Middle School Content Lead & Mentor serves as on-site content support for passion project activities by supporting Mentors in their work with young people to develop youth interests and social-emotional skills (self-regulation, and positive self-identity). They will work with W&M School of Education faculty to develop curriculum, train mentors in the curriculum, and engage in prosocial activities during out-of-school time hours.

**Responsibilities include:**

**Direct Programming 45%**

- Participate in weekly after-school programming for three sessions each week
  - Support young people in identifying and exploring their passion
  - Deliver inclusion activities as well as key social emotional lessons and Project Discovery activities
  - Collaborate with young people, team members, parents and partners to promote growth and development
  - Utilize group management strategies based on theories of youth development

- Create engaging, physically and emotionally safe, and inclusive environments and experiences to value, affirm, and respect diverse needs, abilities, experiences, and backgrounds
- Encourage play, exploration, and learning across developmental domains
- Attend at least three enrichment field trips with the program
- Coordinate and participate in Martin Luther King, Jr. Day of Service

**Administration, Preparation & Support 35%**

- Work with W&M faculty, staff, and site supervisors to develop and deliver high-quality social-emotional programming using passion projects
  - Scaffold learning experiences and engages youth with clear objectives that meet individual needs, interests, and developmental levels
  - Gather direct input from youth to improve group experiences
  - Communicate about physical, cognitive, language and communication, social and emotional, cultural and creative differences among youth
  - Assist peer mentors to troubleshoot problems that arise during programming
  - Record notes on all sessions with assigned youth
- Participate in bi-weekly reflection and monthly coaching sessions
- Driving a W&M van or personal vehicle to and from service site(s)
- Collect data on participant engagement and progress including recording data in data management system(s)

**Training 20%**

- Complete year-long training plan which includes assigned training on curricula and the developmental needs of youth and their families, up to 60 hours

**Required and preferred qualifications:**

*Required:*

- Citizenship or permanent residency status (Green Card)
- High school graduate or GED certification
- 17 years of age or older
- Pass the Criminal History Check

*Preferred:*

- Experience or interest in working with young people
- Bachelor's degree or one year of work experience in the education or youth development field
- Driver's License

**Commitment Required:**

Member will serve at the Minimum Time level (300 hours at approximately 8-10 hours per week) during the academic year (September through May).

- Three weekly mentoring shifts: between 3pm-5pm (Hornsby) and/or 5:30-7pm (Abram Fink Center) for 24 weeks of programming throughout the academic year
- Bi-weekly reflection and monthly coaching sessions
- At least one family engagement event (evening or/and weekend)
- Attend at least three enrichment field trips with the program
- Complete training plan which includes onboarding on periodic training throughout the service term, up to 60 hours.
- Participate in Martin Luther King, Jr. Day of Service on January 20, 2025

### **Education Award Amount:**

Estimated, based on 2023-24: Minimum Time: \$1,565.08

Living allowance: \$4,050

### **Benefits:**

All members have access to fitness facilities on campus. Staff members also have access to the university libraries, and much more. See [HR's Other Benefits & Discounts](#). Benefits subject to change.

In addition, the AmeriCorps program will include the following opportunities:

- Leadership development
- Development of specific education and youth development skills, of particularly interest to those pursuing careers in education and psychology
- Monthly coaching for personal & professional growth
- Career development workshops on translating their AmeriCorps experience into future success
- Professional networking opportunities

**W&M's statement on background checks:** William & Mary is committed to providing a safe campus community. W&M conducts background investigations for applicants being considered for employment. In addition, AmeriCorps has its own requirements. Between both, the following will be included in background investigations:

- Reference checks
- State criminal history check, which may include out-of-state state checks
- National Sex Offender public website
- FBI fingerprint-based check
- When appropriate, a financial (credit) in compliance with the Fair Credit Reporting Act (FCRA) and report or driving history check.

### **W&M's EEO Statement:**

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.

*For additional information contact Joy Jackson in Civic & Community Engagement at William & Mary at [joy@wm.edu](mailto:joy@wm.edu) or 757-221-2738.*