

**AmeriCorps MIDDLE SCHOOL**  
**AmeriCorps Middle School Mentor & Support Specialist (1 needed)**  
**Williamsburg, VA**

**Service Position:** AmeriCorps Mentor & Support Specialist

**Employment Category:** Salaried Part-Time Professional

**Service Location(s):** Various Locations  
WJCC Community Action Agency-office  
Abram Fink Community Center & Hornsby Middle School-program sites

**Department:** 2D5000 Civic & Community Engagement

**Unit Mission Statement:** 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.

**Service Position Summary:** The Middle School Mentor & Support Specialist provides support to young people for their passion projects as well as in the areas of self-regulation, and positive self-identity. They are directly responsible for engaging in prosocial activities during out-of-school time hours, and in some cases, providing academic support. In addition, the Middle School Mentor & Support Specialist will provide family engagement and administrative support to the program.

**Immediate Supervisor & Contact Information:** Jana Shelton, Community Impact Manager, WJCC Community Action Agency

**Member Impact:** The Middle School Mentor & Support Specialist 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.

**Essential Functions of Position (all basic duties that must be performed with or without reasonable accommodations)**

Responsibilities include:

**Administration, Preparation & Support 50%**

- Work with Middle School Site Supervisor(s), W&M faculty and staff to support families and engage them in both educational and extracurricular activities that support their child and their family's healthy development, including in-school, after-care, evening, and weekend hours
  - Assist with planning and logistics for programming
  - Assist in space and materials set up and breakdown in programming environment (schools, community center etc.)
  - Work with the Site Supervisor and the administrative team to assist in meeting programming guidelines and ensure the safety and well-being of all young people
- Record notes on all sessions with assigned youth
- Work with the site supervisor, immediate supervisor, and advisors to both coordinate optimal plans for each young person.
- Complete administrative tasks to support the program, including entering and maintaining confidential student information
- May drive a W&M van or personal vehicle to and from service site(s)

#### **Direct Service 30%**

- Provide high quality project-based learning activities during out-of-school time hours, including Project Discovery enrichment.
  - Work with the Project Discovery Coordinator and WJCC Action Agency administrative team to assist in meeting programming guidelines and ensure the safety and well-being of all young people
  - Support staff in planning program activities such as college tours, career, fairs, enrichment, and community engagements.
  - Assist in space and materials set up and breakdown in programming environment (schools, community center etc.)
  - Chaperone community outings (college tours, enrichment trips, etc.)
  - Complete assigned training on curricula and the developmental needs of youth and their families during the adolescent childhood years.
  - Complete mentor notes after each session on the development of their young person
  - Collaborate with young people, team members, parents and partners to promote growth and development.
  - Scaffold learning experiences and engages youth with clear objectives that meet individual needs, interests, and developmental levels and continually assesses and adapts daily plans and overall progress to ensure each youth's target outcomes are met.
  - Create engaging, physically, emotionally safe, and inclusive environments to encourage play, exploration, and learning across developmental domains and respect the diversity of needs, ability, experiences and backgrounds of all youth
  - Utilize group management strategies based on theories of youth development
- Participate in five weekly after-school sessions during afterschool hours
- Participate in bi-weekly reflection and monthly coaching sessions
- Participate in Martin Luther King, Jr. Day of Service

#### **Training 20%**

- Complete training plan which includes onboarding on periodic training throughout the service term, up to 240 hours.

### **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
- Driver's License

### **Commitment Required:**

The member will serve at Abbreviated Time level (1,200 hours at approximately 40 hours per week) during the academic year (September through May). In addition to maintaining regular office hours, the member will:

- Five weekly direct service (mentoring) shifts between 3pm-5pm (Hornsby) and 5:30-7pm (Abram Fink Center) for 24 weeks of programming throughout the academic year
- Bi-weekly reflection and monthly coaching sessions
- Participate in all (approximately eight) community outings (college visits, job fairs, and enrichment trips).
- Participate in and support family engagement events
- Complete training plan which includes onboarding on periodic training throughout the service term, up to 240 hours.
- Participate in Martin Luther King, Jr. Day of Service on January 20, 2025

### **Education Award Amount:**

Estimated based on 2023-24 for Three Quarter Time: \$5,176.50

Living allowance: \$16,200

### **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 particular 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. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial (credit) report or driving history check.

**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.*