



After-School Academic Mentor Job Description

About Oakland Leaf

Oakland Leaf was founded in 2001 by a collective of East Oakland educators intent on empowering youth voice. Since that time we have developed into a highly regarded youth development institution providing free programming to upwards of 1,000 youth annually.

Our Programming

- 1) Comprehensive after-school programs at schools across East Oakland that emphasize: arts and culture, health and wellness, empowerment and leadership, and having fun -- because kids deserve to be kids!
- 2) High school internships focused on gardening and youth development. This paid internship collaborates with our after-school programs to provide professional and leadership development opportunities.

Our Goal

Empower youth with the confidence to explore life with curiosity and excitement, advocate for themselves and their community, and catalyze change as leaders.

Our People

We are a collection of artists, athletes, activists, educators, life enthusiasts, and above all, passionate supporters of youth in our shared communities. If you possess the passion to make Oakland a more loving, just, and vibrant place, then Oakland Leaf might be the place for you to root in, rise up and branch out.

Specific Duties & responsibilities

- Provide daily academic sessions that assist elementary students with homework and support student's academic success.
- Establish and maintain a physically and emotionally safe learning environment where meaningful relationships between students and themselves can take root and flourish
- Complete all administrative tasks on a daily and/or weekly basis including but not limited to student attendance, monthly reports, surveys, etc.
- Accountable for contributing to high-quality programming by meeting the Oakland Leaf program quality standards
- Participate in monthly mandatory staff meetings and trainings when scheduled
- Other duties determined by the Site Manager

Your Legacy

- Support youth's academic goals throughout the school year
- Serve as positive role model to elementary aged youth in the Oakland community
- Learn, teach and grow to elevate your career simultaneously strengthening the organization's capacity
- Help the organization live and breathe it's core values

Skills & Qualifications



OAKLAND LEAF

- Passion for innovation and excellence in social and restorative justice, and youth development
- Organizational, time management, and prioritization skills
- Ability to work independently, reliably, take initiative and problem solve
- Exceptional judgment, including a high level of discretion when handling confidential materials
- Excellent interpersonal and communication (written and oral) skills
- A strong work ethic, with a desire to go above and beyond standard expectations
- Strong attention to detail throughout all aspects of their work
- Continuous learner
- Work well in a team setting
- Basic behavior management and conflict resolution skills
- Provide TB clearance and background clearance from FBI and DOJ
- Availability during after-school hours of Monday through Friday 12:00 PM to 6:30 PM

Education & Experience

- Possess an Associate's Degree or higher
- The ideal candidate will have experience in classroom management and/or youth development

Working conditions/physical demands

- Normal school and office conditions
- Offsite meetings
- Required to work some nights for events
- Must be able to lift up to 25lb

Compensation

- Competitive hourly rate dependent on education and experience
- Tentative start date of September 15, 2018

Application Process

Complete Resume packet must include:

1. Cover letter that answers the following question
 - a. What is your experience in youth development? Why would you like to work at Oakland Leaf?
2. Resume
3. 3 professional references of recent supervisors

Email Complete Resume Packet as attachment to: jobs@oaklandleaf.org

In subject line, please enter: Attention Academic Mentor– *Insert Your Name*

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