



Ascending Lights Leadership Network
www.ascendinglights.org

Title of Position

Mentor

Reports to

Executive Director

Classification

Nonexempt, part-time/hourly

Contact

Anne Lobsinger, MSW
atlobsinger@gmail.com
Cell/Text 323-356-0689

Date

June 22, 2021

JOB DESCRIPTION

Mentors are responsible to ensure that their participants become the best leaders they can be in their churches, and achieve the highest possible academic performance. They are also communications links with our participants and their churches.

- Mentors meet with each student every week during the course semester or session.
- Mentors review each student's class attendance and academic progress, goals, punctuality, preparation, communication effectiveness, and leadership at church, work, and home to determine where each student might need additional support.
- Mentors develop an accurate assessment of each student's progress in every course based on mentoring and coaching sessions, reviewing homework assignments, assignment grades, communication with instructors, the student's own evaluation of his or her efforts, and the mentors own evaluation of the student's efforts.
- Mentors regularly discuss with each student their assessment of that student's progress.
- Mentors discuss their assessment of each student's progress toward program goals every other week with the Executive Director.
- Mentors, based on their discussions with each student, provide a written assessment of each student's progress toward program goals to the Executive Director each January and July, after each semester. The mentors' written assessments, after review by the Executive Director, are the basis for discussing student progress at least once each semester with the President and the student's Church Liaison and pastor.
- Mentors communicate with the student's Church Liaison at the conclusion of the fall and spring semesters.
- Mentors facilitate the preparation of each student's academic plan, course selection, and registration each semester or session to ensure that the courses selected by each student meet academic and transfer requirements, and are consistent with Ascending Lights program policies.
- Some mentors tutor students in mathematics.
- Mentors serve as participant coaches in iGraduate training events.

Mentors know and understand Ascending Lights program goals and policies. They are able to support and refer each of their students to appropriate sources of assistance.

Mentors attend bi-weekly Ascending Lights staff meetings. Mentors attend all leadership training events and actively participate in their planning and presentation.

Qualifications

Mentors are adult Christian role models for our students.

- Mentors regularly attend Sunday worship and are familiar with Christian faith community operations.
- Mentors are prayerful, patient, and have the desire to help develop Christian leaders.
- Mentors exhibit the ability and willingness to work collaboratively with other team members.

Mentors have a Bachelor's degree from an accredited college or university.

Mentors are able and willing to tutor students in Statistics if needed.

Mentors have a driver's license, reliable vehicle, and proper insurance and a safe driving history.

Mentors are fully vaccinated against COVID-19.

Hours, Compensation, and Term of Position

The hours worked will depend on the number of students seen each week by the Mentor. Mentors will be compensated at a rate of \$21.00 per hour to meet with students, when traveling to and from student meetings, waiting for students, attending mentor meetings, attending Leadership Training and iGraduate events, transporting students to and from Leadership Training events, and other work authorized by the Ascending Lights management. Most mentoring activities are conducted by Zoom.

Mentors receive compensation for documented transportation and cell phone costs and meals or snacks while seeing students. Annual AAA membership at the Basic Rate is also covered. Mentors receive three days (24 hours) of sick time per year. Sick time does not carry over into the following year. No other benefits are provided. The term of the position is for one community college semester subject to renewal based on satisfactory performance, program need, and availability of funding.

Mentors report directly to the Executive Director.

Signatures

This job description has been approved by all levels of management:

President _____

Executive Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

I have read the job description above and I understand that the knowledge, skills, abilities and assigned responsibilities listed are conditions of my employment with the Ascending Lights Leadership Network. I also understand that the job description may be modified at any time and may not include all of my job responsibilities.

Employee _____ Date _____