



## **JOB DESCRIPTION**

**Position:** College and Career Mentor  
**Department:** Program  
**Reports to:** Chief Operations Officer

### **Organization**

Boys and Girls Country's mission is to change the lives of children from families in crisis by loving and nurturing them in a Christian home, raising them to become self-sustaining and contributing adults.

Boys and Girls Country serves up to 88 boys and girls aged five to eighteen and young adults in our College and Career program. Boys and Girls Country is located 35 miles northwest of Houston ([www.boysandgirlscountry.org](http://www.boysandgirlscountry.org)).

In 1997, the College and Career program was established, giving Boys and Girls Country the capacity to support high school graduates until they are independent adults. There are currently 16 young adults in the College and Career program with an opportunity for a college degree, technical certificate, enter the military or begin their first job while living in a supportive Christian environment. Through grants and scholarships, students can begin their independent lives debt-free.

### **Position Summary**

College and Career Mentors provide assistance and direction, continued mentoring and oversight as these young adults engage in campus, community and spiritual life, college studies, specialized training, continuing education, entry level employment, and other means of preparing for their future.

### **Roles and Responsibilities**

#### **College/Vocational Preparation**

- Work with staff and residents to create an atmosphere of high expectations for academic performance, career exploration, and future achievement.
- Work with juniors and seniors to determine their personal skills, talents, and interests through aptitude testing, interest testing, and performance.
- Direct students into appropriate vocational counseling or provide career counseling depending on the needs of each individual.
- Assist high school juniors and seniors in taking the SAT, ACT, and other tests.
- Assist students in choosing an educational institution or vocational school and applying to the schools of their choice.

- Work with the students, their families and Management team to secure the funds each student needs to be able to attend the college or vocational school of their choice.
- Manage the relationships and correspondence with scholarship sponsors, as needed, and communicate information to all parties involved.
- Accompany students to visit college campuses or vocational programs to finalize their decisions.
- Serve as primary liaison to assist students or career youth set up a dorm room or apartment. Tasks include finding furnishings, setting up bank accounts, making deposits for utilities and telephone, arranging transportation to and from destinations, etc.
- Maintain relationships with college/vocational/military students to encourage and assist them in their educational/workplace transition and keep them informed about ongoing alumni events:
  - Work with the Chief Program Officer, Chief Executive Officer and other staff to maintain a relationship with the college/vocational students.
  - Develop a system to be able to encourage and assist the college and career students to make proper decisions regarding classes and/or career changes.
  - Maintain a database to keep college and career students informed regarding alumni events.
  - Be certain they receive a birthday card and are called by someone significant to them on their birthday and document the information.
  - Maintain bi-weekly contact to be aware of their adjustment and decisions and document the information.
  - Send care packages each semester, and plan shopping trips, as needed, when they are home.
  - Organize end-of-semester, end-of-summer, and/or Christmas and holiday celebrations, and encourage their participation in campus events such as Senior Day, Spring Festival, Awards Banquet, etc.
  - Explore mentor opportunities, if needed, to assist with vocational exploration.
  - Assist in locating appropriate intern and/or job opportunities during Spring Break and summers.

### **Education Program Activities**

- Assist the Director of Education in attending teacher conferences, open house, and various activities from school, focusing on high school students.
- Arrange for tutoring as it applies to local college students, and/or high school juniors and seniors beyond the regular education program, and in preparation for college entrance exams.
- Assist education volunteers working with the junior and senior residents or following up with college and career students.
- Oversee College and Career students moving into college, trade school, etc. and keep track of progress reports, grades, successes and deficiencies to detect a pattern and plan for the future.

### **Independent Living Skills Program**

Revised 06/11/2020

- Develop and implement a creative system to identify needs, monitor improvements, provide oversight, and make necessary recommendations to teach basic life skills to all residents, from ages 5 through 18.
- Teach or find resources, and teach life skill classes monthly dealing with independent living skills.
- Participate in Plans of Care for 10th – 12th grade residents and assist Teaching Parents and students in establishing and meeting realistic academic and basic life skill goals and objectives to ensure that students are ready for the College and Career program.

### **Plans of Service**

- Attend Plans of Care for junior and senior high school residents in order to work more effectively with all staff who are parenting each older youth.
- Support other members of the team in carrying out organizational goals and activities.
- Motivate juniors and seniors to become part of the College and Career program.

### **Road Maps**

- Work with the Director of Education and Intake Coordinator during the admissions process to provide an educational assessment for each child who is entering the Home at the sophomore, junior, or senior high level, and develop a college/career program suited to their individual needs.
- Provide training for all staff to assist them in working with unique life skill needs of the residents.

### **2920 Campus**

- Responsible for oversight of all activities on College and Career campus including housing, cleanliness of houses, upkeep and appearance of grounds, transportation, program of activities and compliance of student contracts.
- Supervision of Landlords to ensure that students are cared for and have oversight.

### **All other duties as assigned**

### **Critical Skills Set**

The successful candidate will possess the following:

- Feel called to a life of service and caring for children.
- Be able to function as a dependable team member.
- Have the ability to live on-site and work 24 hours per day, with an 8 day on/4 day off schedule.
- Extensive knowledge of program best practices.
- Exceptional written and verbal communication skills.
- Ability to work efficiently on several projects simultaneously and prioritize deadlines.
- Follows company policies and procedures designed to maintain resident, visitor, and employee safety. Ensure all necessary steps are taken to provide for the safety and welfare of

staff, children, visitors, and volunteers. Follows company policies and procedures regarding safety of residents when transporting.

- Is knowledgeable of and adheres to Boys and Girls Country Mission and Vision Statement.

### Qualifications

- College & Career Mentor must be at least 21 years of age.
- Must be cleared through a criminal background and FBI finger print investigation.
- Must be cleared through a drug test panel.
- All staff who have contact with students must be tested for tuberculosis before the staff is assigned a responsibility to care for students
- Must complete or have current CPR and First Aid training within 90 days of employment
- Must attend Boys and Girls Country orientation and pre-service training prior to being assigned responsibility for the care of students.
- Must complete at least 30 hours of in-service training annually.
- High School Diploma or state authorized high school equivalent certificate required
- Bachelor's degree preferred but not required.
- CPR and First Aid Training
- Crisis Intervention training
- A minimum of three years' job related experience. Three years' experience may be substituted with unpaid church positions and service.
- Must have the ability to create a comprehensive plan with the team's Program Manager.
- Must be highly organized and enjoy a fast paced work environment.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Valid Texas driver's license and good driving history
- Ability to transport children in agency vehicles to include 15 passenger vans
- Must understand and carry out the core value, mission, and Christian based approach of the organization.

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I have read and agree that I am capable of performing the functions of this position with or without reasonable accommodation. I further understand that the duties and responsibilities in this job description may be subject to change at any time.

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Print Name

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Date

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Signature

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Date

Revised: 08/19/19

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