

## SCHOLARS IN SERVICE – JOB DESCRIPTION

### Martin Park

Martin Park is a faith-based Community Organization dedicated to community transformation in the 93701 neighborhoods of Downtown Fresno. We provide year-round after-school programming, weekly food drives, and monthly community events to connect residents to resources to improve their social, emotional, economic, and spiritual well-being.

Learning Enrichment Activities Reaching Neighborhoods (L.E.A.R.N) provides a safe, nurturing environment for elementary school students from Lowell and Webster to receive tutoring, engage in enrichment and recreational activities, and improve their reading, math, and social-emotional skills.

#### **Job Title: Literacy & Mathematics After -School Mentor**

#### **Number of Openings: 1**

**Responsibilities:** Collaborate with the Martin Park Site Leads and report to Program Director to facilitate weekly L.E.A.R.N. After School Programming.

- Prepare sites and organize learning activities for participating students.
- Mentor/tutor elementary students in literacy and mathematics
- Assist site staff in leading engaging enrichment activities for students
- Welcome and provide guidance to students and residents
- Maintain accurate records of student attendance and participation
- Participate in periodic staff team meetings for reporting and training purposes
- Communicate with Martin Park staff regarding schedule changes and team meetings.
- Regularly communicate with Site Leads, parents, and teachers about students' progress.
- Support monthly and community events and activities.

#### **Requirements include, but are not limited to the following:**

- Passion for community advocacy and supporting youth
- Strong organizational and communication skills
- Ability to work collaboratively with staff and students.
- Background check clearance in accordance with organizational policies. (**Free** Livescan screening paid by Martin Park)
- Access to reliable transportation for commuting to the program locations.
- **Availability 3-5 pm Monday, Wednesday, and Friday OR 3-5 Tuesday, Wednesday, and Friday.**