



Position Description: Youth Mentoring Language and Literacy Coordinator

Mission and Organizational Background

In 2010 the Refugee Response was established. Since inception the organization has been able to provide unique and important services to Cleveland's new neighbors allowing children and families to excel in school and in life. Refugees resettled to Cleveland do better on average than those who resettle in other areas of the country. They work and they overwhelmingly give back to the city, making the most of the investment Cleveland places in them.

At present the Refugee Response provides a range of educational, employment and social support services for an estimated 700 individuals in the greater Cleveland area.

This position will support the Youth Mentoring Program.

Reports to: Youth Mentoring Program Manager

Time Commitment: This is a full time, 40 hours/week position

Availability: M-Th 2:30-7:00 pm availability (on site) to coincide with afterschool programming during the academic year, with remaining hours to be allocated for planning, team meetings/collaboration, volunteer communications and other duties. Occasional evening and weekend hours (\cong 10%). Flexibility is available to conduct some hours and projects of the role remotely at the supervisor's discretion.

Start Date: December, 2023

Salary: \$41,000-\$43,000/year, commensurate with experience

Required Skills and Qualifications

- Bachelors in Education and/or Teaching English as a Second or Other Language Certification. Reading endorsement is a bonus.
- Experience assessing early literacy and/or language levels;
- Experience creating and delivering both individualized and group learning plans according to student needs.
- Demonstrated knowledge and experience in differentiating curriculum to meaningfully engage a variety of skill levels.
- Keen ability to recognize and consider individuals' unique strengths, potential for growth, and limitations.
- Ability to develop and maintain relationships with individuals and communities.
- Ability to be both a strong partner with the school and advocate for the youth and families in our program.
- Strong work ethic and ability to work collaboratively alongside diverse clients and staff
- Clear, engaging, verbal and written communication skills.
- Comfort and fluency in computer skills, with ability to learn new programs and applications quickly on the job (Google Suite, Slack, Zoom, PowerPoint, Canva, LearningA-Z for example).
- Ability to prioritize and manage multiple on-going projects in a fast paced cycle.
- Commits to equity, inclusion, and anti-racism in their work.
- Positive energy and commitment to the organization's mission.

Preferred Qualifications

- Previous experience with ESL/immigrant/refugee/SLIFE/multicultural youth in an academic setting.
- Previous experience partnering with bilingual or multilingual paraprofessionals, instructional aids or other support staff in an academic setting.
- Awareness of strategies such as social emotional learning, growth mindset, trauma informed care, culturally sustaining practices, and others to support a whole child approach to student well-being.
- Previous experience working with volunteers.
- Familiarity with U.S. based public educational systems and learning standards.
- Fluency in one of the following languages is an advantage, but not required: Spanish, Arabic, Swahili, Pashto, Farsi or Masalit.

Responsibilities:

On-site After School Programming (16 hours weekly)

- Plan one language learning lesson (Language Club) per week and deliver to two cohorts of early language learners. Multilingual staff members will be on site to support impactful delivery. (School Site)
- Plan one, 20-minute, Language Club extension lesson and share with mentors and students on their

one-on-one mentoring days. Mentor-student pairs would engage with this activity independently or with light coordination on site. (School Site)

- Plan one structured academic lesson (Portfolio Project) per week and deliver to two cohorts of intermediate language learners during their one-on-one mentoring days. Lessons should have a focus on literacy and creative self expression or social emotional learning. (Office Site)
- Plan one, 20-minute hands-on literacy extension activity and share with youth on their group day. (Office Site)
- Source, organize and recommend supplemental learning activities such as games, hands-on STEAM activities and digital learning tools to mentor-student pairs during their academic mentoring time. Be able to recommend independent learning projects for advanced learners. (Both Sites)

Program Planning, Development and Assessment (20 hours weekly)

- Conduct informal observations of each mentor-student pair to assess quality of overall programming, inform additional training development needs, and provide constructive feedback and growth points for each pair.
- Explore, identify, and support the tracking of student-centered growth indicators that clearly and accurately reflect program goals, activities, and timelines. To include a language and literacy assessment plan for learners at both our office and school Learning Lab sites.
- Develop our summer Language Club program including curriculum, partners and coordination.
- Partner with the Youth Mentoring Program Manager to ensure social-emotional learning lessons are language friendly, as needed.
- Maintain and update both our physical and digital mentor resource libraries. Catalog and organize materials to support more effective mentoring sessions.
- Collaborate with program staff including the Youth Mentoring Program Manager to review feedback and outcomes, identify needs, and recommend program enhancements.

Mentor Support and Development (5 hours weekly)

- Foster a learning community among volunteers, staff, and community members with diverse perspectives, experiences, and levels of training.
- Support the development and delivery of accessible training materials and mentoring resources to support volunteers in their roles, addressing key questions and priorities.
- Creatively utilize digital platforms and communication channels, as well as on-site programming time to engage volunteers in exploring, implementing, and mastering best practices for mentoring.
- Promote mentor resilience, problem-solving, and continued growth using multiple strategies.
- Support communication between teachers and mentors, in collaboration with other team members as needed.
- Review semiannual mentor feedback surveys and respond to support requests.

Other Team Support (5 hours weekly)

- Attend team meetings and be available to collaborate around special projects as needed.
- Support clear and consistent communication between youth, mentors, educators and families in partnership with program staff.

- Support cross-programmatic activities as needed, including: summer programming, Annual TRR Benefit, special events or collaborative programming

Applications are now being accepted and reviewed. Please email a cover letter, resume, and three references to Kate Nickley at kate@refugeerresponse.org with the subject title “Youth Mentoring Language and Literacy Coordinator Application.” Incomplete applications will not be reviewed. Applicant will also be required to complete and clear a background check as part of the screening process prior to hire.

The Refugee Response is an Equal Opportunity Employer. The organization does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation or any other characteristic protected by law.