

## College Town Tutor

Supports College Town (CT) students 8th-11th grade through weekly tutoring, bi-weekly accountability check-ins, and assisting CT staff as needed with lessons and activities. A CT tutor enjoys building relationships, and providing regular academic and occasional mental/emotional support to high school students with the assistance of CT staff. A CT tutor is dedicated to weekly attendance at program, and shows up with compassion and positivity.

### Expectations:

1. Weekly attendance at tutoring (~2hrs/wk)
  - a. For in-person tutoring: Must have reliable transportation to/from Reality Changers each week.
  - b. For online tutoring: Must have reliable access to Internet and Zoom each week.
  - c. Maintain a positive environment with students that encourages studying.
  - d. Build age appropriate relationships with students in the tutor's assigned study group.
  - e. Communicate with CT staff and Volunteer Coordinator in a timely manner when requiring assistance with students.
  - f. Fill out a weekly exit-slip to update CT staff on student's in the tutor's assigned study group.
  - g. If a tutor absolutely cannot make it to tutoring (e.g., emergencies and special cases approved beforehand), the tutor must find a replacement for their shift in the same tutoring subject and notify Volunteer Coordinator or CT Staff member ahead of time about the change.
  
2. Bi-weekly check-ins with Accountability Partners
  - a. Using the Accountability Partner Agreement, tutors connect with assigned students every other week for 15-20mins.
    - i. Check on students' grades and goals, encourage students to stay on track.
    - ii. Provide students a problem solving space to discuss things like time management, self-care, etc.

### Requirements:

1. Must be a minimum age of 18 years and graduated from high school.
2. This position may require moderate to rigorous physical activity including but not limited to: running, walking, hiking, standing and sitting for more than 30 minutes at a time, and lifting, carrying, or moving around objects up to 25lbs.

## Reserves List College Town Tutor

Reserves List College Town (CT) Tutors work with students on an ad hoc basis through supporting students who need tutoring outside of Reality Changers' regularly scheduled programming and filling in for CT Tutors who cannot make it to program due to emergencies or in special cases approved beforehand. A CT Tutor shows up with compassion and positivity, demonstrating care while providing academic support to students.

### Expectations:

1. For tutoring during regular programming:
  - a. Share contact information with current tutors and Reality Changers' staff via the Interest Form.
  - b. Respond to coverage requests as available and attend agreed upon tutoring shift in a timely manner.
    - i. In-person Tutoring: Must have reliable transportation to and from Reality Changers.
    - ii. Virtual Tutoring: Must have reliable access to internet and Zoom.
  - c. Maintain a positive environment with students that encourages studying.
  - d. Build age appropriate relationships with students in the tutor's assigned study group.
2. For tutoring outside regular programming:
  - a. Communicate with student(s) needing tutoring in timely manner to set up a time and day that works for both parties. Relay this to Volunteer Coordinator.
  - b. If meeting virtually, fill out the Virtual Meeting with Minors Agreement and return to Volunteer Coordinator prior to the meeting.
  - c. If meeting more than two times with the same student, tutor must conduct a background check in compliance with Reality Changers' current policies.

### Requirements:

3. Must be a minimum age of 18 years and graduated from high school.
4. This position may require moderate to rigorous physical activity including but not limited to: running, walking, hiking, standing and sitting for more than 30 minutes at a time, and lifting, carrying, or moving around objects up to 25lbs.

## Alumni Mentor

The Alumni Network Mentoring program matches an ambitious and talented Reality Changers program graduate with an experienced and invested career professional. Together, mentor and mentee will build critical professional skills, workshop challenges, and achieve personal and career goals, building a meaningful connection along the way.

### Expectations:

1. Mentor applicants must hold a college degree and have 3+ years of career experience.
2. Participate in a 1 hour virtual onboarding session prior to the mentorship meeting.
3. Monthly 30-60 minute meetings with mentee for the duration of the program (~12 months). These meetings can be held in person or virtually.
4. Reality Changers program staff regularly provide resources and support to mentors and mentees throughout the year.

### Objectives:

Mentor and Mentees pick 4 goals to cover throughout the year from the categories below and work toward these in monthly meetings.

#### 1. *Professional skill-building*

- a. Resume writing/building
- b. Elevator Pitch/Networking
- c. Interviewing
- d. Salary negotiation
- e. Work-Life balance
- f. Career mapping

#### 2. *Achieve personal goals*

- a. Conflict resolution/management
- b. Time management
- c. Stress management

#### 3. *Financial literacy*

- a. Budgeting/Saving
- b. Debt Payments
- c. Investing
- d. Loan Consolidation
- e. Home purchasing

#### 4. *Achieve career goals*

- a. Specific to the field/interests of the mentee

## **Delegation Career Mentor**

Delegation Career Mentors serve as career mentors for our College Town Delegates (student leaders, 8th-11th grade). Mentors will join students during monthly Delegation meetings, participate in a brief presentation on a specific topic regarding career readiness or professionalism, and then work in 1-1 breakout sessions with students to enhance their personal goals and functional knowledge on the topic.

Topics May Include:

1. Resume Writing
2. Crafting an Elevator Pitch
3. Networking
4. Interviewing
5. Career Mapping
6. Other hard skills (e.g. exploring necessary educational and work experience for students' desired career field)
7. Other soft skills (e.g. understanding conflict resolution and workplace dynamics)

Mentor Expectations:

1. Must hold a college degree and have 3+ years of career experience.
2. Able to commit to monthly meetings from January-June: weekday evenings, exact dates and times TBD
3. Passionate about education and helping youth achieve their goals.
4. Invested in building relationships with students and serving as a supportive mentor.
5. First-generation college graduates encouraged, but not required.

## **Job Shadow Week Host**

Job Shadow Week gives students the opportunity to visit worksites for 2-4hrs to observe and assist working professionals - like you! This opportunity provides students an inside scoop on your everyday work environment, and allows them to gain firsthand exposure to their career(s) of interest. Job shadowing is integral to making the connection between school and careers.

Event Dates: Spring Break for San Diego Unified School District, exact dates TBD

Expectations:

1. Hosts have been at their current company for at least 6 months.
2. Hosts create a schedule and experience for students to last 2-4hours. Approve beforehand with your company and/or supervisor.
3. Hosts communicate plans and logistical needs with Reality Changers staff in a timely manner leading up to the event.
4. Hosts give students an inside look on what it takes to land a career like yours. Share your insight and personal career journey with the student(s), and connect with students in ways that convey respect and care.
5. Example Activities for a Job Shadow Day:
  - a. Give a brief tour of the workplace and introduce your colleagues to the students.
  - b. Provide an overview of your organizational or corporate structure, departments, and how they contribute to the company.
  - c. Discuss how the company's work impacts the community and the services it provides.
  - d. Explain your role and your college and/or career journey.
  - e. Engage the student with hands-on activities related to your role. (e.g., Engaging meetings, lab visits, meetings with clients)
  - f. Hold a panel with your colleagues as panelists to share their experiences with students.
  - g. Give students manageable tasks related to your position to give them a taste of what your work is like.

## **Community Service Volunteer**

Join College Town Students in various volunteer opportunities and give back to local people and organizations. These events are held on weekend days once monthly. Exact partner organizations and events TBD.

Expectations:

1. Communicate with the Volunteer Coordinator about which events you would like to attend.
2. Show up on time and maintain a positive environment with students on site by setting a good example throughout the event.
3. Drive students to/from event(s) as needed. Provide Safe Driver Contract, a copy of current insurance, and a copy of current license beforehand.

## **Program Operations Team Member**

Assists with the various daily operations of the evening program at Reality Changers' HQ. This includes the set-up of meeting spaces, speech tournament logistics, support with student registration for events, distributing room supplies, occasionally hosting fun activities (e.g. pre-program at 5 pm), assisting with end-of-night dismissal.

Expectations:

1. Commit to 3-4hrs/wk for 6 months to one year
2. Maintain positive environment with students, staff, and other volunteers.
1. Help program staff and tutors with logistical support on program night.
  - a. Set up check in table: organize name badges, set out roster/attendance sheets for the day
  - b. Help check in students
  - c. Run supplies to rooms--paper, laptops, etc.--on program nights
  - d. Set up for end-of-night dismissal
    - i. Check rooms for cleanliness
    - ii. Collect laptops and return to laptop cart
    - iii. Return phones to students
    - iv. Set up black curtains at the back of the couch room
  - e. Partake in staff debrief as needed
2. On an as needed basis
  - a. Help serve and clean up dinner and store extra food items
  - b. Update room boards with monthly topics, birthdays, student spotlights/shout outs
  - c. Distribute surveys to assess the efficacy of program
  - d. Help staff with collecting or distributing information or tasks to students (ie., thank you cards for org events, waivers for service trips, etc.)
  - e. Provide extra tutor support as needed

## **Special Events Volunteer**

Join the staff operations team to put on our annual events (e.g. Bocce Fest, Malin Burnham Awards, Scholarship Celebration, or Level Up Conference).

Expectations:

1. Attend event-specific orientation before the event
2. Arrive on time, or be in timely communication with staff
3. Help with logistics for events including but not limited to:
  - a. Set-up and check-in
  - b. Crowd control and providing direction to guests
  - c. Clean-up
  - d. Other event-specific logistics and needs
4. Create and maintain a positive, welcoming environment with all guests and students
5. Help problem solve issues as they arise with key staff
6. Inform key staff of observations and ways to improve event for the following year