

# Position Title: Full Count Program After School Mentor

<b>Company Name</b>	Friends of Baseball	<b>Website:</b>	<a href="http://friendsofbaseball.org">http://friendsofbaseball.org</a>		
<b>Worksite Address</b>	625 SW Broadway, Suite 300 (Office location, will be on site at assigned elementary schools)				
<b>Department Manager</b>	Nova Newcomer	<b>Phone</b>	971-998-5300	<b>Email</b>	<a href="mailto:nova@friendsofbaseball.org">nova@friendsofbaseball.org</a>
<b>Worksite Supervisor</b>	Nova Newcomer	<b>Phone</b>	971-998-5300	<b>Email</b>	<a href="mailto:nova@friendsofbaseball.org">nova@friendsofbaseball.org</a>

## Company Profile

*Do you like to share your passion for baseball and/or sports? Do you like helping young people have opportunities for success on and off the field? Friends of Baseball is looking for an enthusiastic and creative Program After School Mentor*

*This part-time limited duration position will work closely with Friends of Baseball leadership and serve as the on site leader of our Full Count after school programs at one to two school sites for the 2017-18 school year during the Fall, Winter, and/or Spring 2018 terms.*

*The ideal candidate will be sports-oriented, active, curious, energetic, great with kids and detail-oriented. Support of the Friends of Baseball mission to keep kids on the field of play is highly preferred. Together, we can do great things for our community and have a great time doing it.*

### **About Friends of Baseball**

*Friends of Baseball creates opportunities for success on and off the field for boys and girls in Oregon and SW Washington. We have worked together with our community partners to award over \$2.6 million in programming, grants, scholarships, and equipment since 2005.*

## Summary of essential job functions

- *Provide program coordinator duties and after school sports-inspired education and mentorship at Friends of Baseball's Full Count After School program with kids age 7-11 at one to two Multnomah County SUN schools for the 2017-18 school year.*
- *Partner with SUN School provided assistant coach in their roles as coaches/mentors to elementary school youth at camp*
- *Manage safe sign-in and sign-out of students and communicate incidents according to school protocol with SUN site manager and parents as needed*
- *Complete and ensure all waivers are completed by parents (medical/emergency, photo/video, etc.)*
- *Create and distribute updates and final program survey to provide to parents/guardians*
- *Use Full Count punchcard for students to track progress*
- *Organize daily camp project supplies, gear, printouts and curriculum sheets*
- *Coordinate and greet any guest trainers at Full Count program*

## Minimum requirements

- *Demonstrated experience working at an elementary or middle school or park system providing extracurricular activity instruction focused on sports and playground games, high preference for baseball experience*
- *Experience working with youth*
- *Comfortable engaging with parents, the public, and supporters of an organization in a friendly and solution-oriented way*
- *Strong written or verbal skills*
- *Comfort with computers, creating documents, and online tools*
- *Must pass background check for working with youth*
- *Must be available between 2:00 and 5:30 Monday-Thursday*

## Preferences

- *Enthusiastic, curious approach to work and looking to learn and grow*
- *Involvement in or interest in baseball or sports a must*
- *Interest in mentoring youth in the community*
- *Energized by working and communicating with diverse communities*
- *First-aid training and sports safety training (can be provided)*
- *Open to mentorship*
- *Proficiency in Spanish a plus, other second languages encouraged*
- *Hourly wage for this limited duration position is \$17-20/hr based on experience*