

STUDENT MENTOR

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this position will monitor the daily activities of young adult students assigned to summer work settings in the BTBOCES Summer Youth Employment Program. The work involves understanding the job responsibilities of the students and reinforcing the duties of the job and the rules of the work site. Work sites vary throughout Broome County. The work is performed under the direct supervision of the Assistant Principal. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides direction to summer workers at an approved summer worksite;
Ensures proper and timely completion of timesheets for summer workers;
Reports daily attendance and other work site incidents;
Meets with summer workers as needed to address worksite issues as they arise.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to teach the fundamental habits of a good employee, such as coming to work daily and on time;
Ability to follow written and oral instructions;
Ability to establish good relationships and get along with peers and others;
Neat personal appearance;
Good judgment;
Courtesy;
Tact.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

R992
8/14/09