



CALDERA

PORTLAND HIGH SCHOOL MENTOR JOB ANNOUNCEMENT

At Caldera, we believe in the power of creativity. **Caldera is a catalyst for the transformation of underserved youth through innovative, year round art and environmental programs.** Our Youth Program provides students from Portland and Central Oregon with long-term mentoring that nurtures individual creativity, beginning in sixth grade and continuing into young adulthood. Caldera weaves the arts, nature, and personal expression into powerful work that ignites self-expression and allows young people to be creative changes agents in their lives and communities.

Position Title: Portland High School Mentor

Supervisor: Youth Program Director

Part-time (~20 hrs/week, with potential to increase each year for the months of July-August), non-exempt based in Portland. General work hours are flexible Tuesday-Saturday, with roughly five (5) Sundays/year.

Compensation: Hourly, \$17/hour. Benefits include: paid time off, health, dental, vision, 403(b) matching, long-term disability, short-term disability, and life insurance.

Equity

Caldera recently participated in a year-long equity training project. At Caldera we recognize a historic and persistent opportunity/achievement-gap between white youth and youth of color. Closing that gap while increasing opportunities for all young people is a top priority of our organization. Race must cease to be a reliable predictor of a person's achievement and success. In order to achieve this goal we are committed to creating and fostering racial diversity at every level of the organization including but not limited to staff, youth, and leadership. With our hiring, our goal is a pool of highly qualified candidates who reflect the diversity of the youth community we serve.

Caldera is an equal opportunity employer encouraging applicants of all backgrounds and does not discriminate on the basis of race, color, religion (creed), gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Position Description:

This position provides direct support to high school students served by Caldera during the school day, after school, and on weekends. The ideal candidate for this position will be a skilled youth-worker with a background and passion for the arts and/or the environment. This person must have the ability to engage diverse groups and represent Caldera in our communities.

Specific Responsibilities:

Mentoring (80%)

- Coordinate with artists, environmental specialists, and Central Oregon mentors to plan and implement sequential arts and environmental programming

- Help plan and facilitate all youth events including Fall and Spring Weekend Intensives and workshops, overnight trips, etc.
- Serve as a trusted mentor and contact for Portland high school youth, provide resources and referrals as needed
- Develop and maintain relationships with youths' families and caregivers, obtain permission slips, and field questions
- Act as ambassador for Caldera
- Support youth events by making reminder calls and providing transportation as needed

Administrative Duties (20%)

- Submit monthly activity report, lesson plans, and anecdotal observations
- Participate in weekly staff meetings and retreats
- Maintain accurate student records, track and input attendance for each high school event
- Manage high school program budget and submit monthly approved reimbursement requests
- Create and distribute event flyers and track rsvps
- Purchase and organize supplies for high school events
- Administer evaluations and enter into database
- Other duties as assigned

Required Qualifications:

- Minimum of 2 years engaging youth in an educational setting
- Experience planning arts and/or environmental curriculum for youth and working collaboratively with others to implement
- Experience working within communities of color and other underserved communities
- Strong Google Suite and database skills and/or ability to adapt quickly to new technology
- Ability to communicate effectively
- Strong time management skills and ability to work within deadlines with minimal supervision
- Ability to work as part of and across teams
- Ability to keep detailed records
- Creative problem-solver with strong initiative
- Ability to engage youth in art and environmental activities
- Ability to work in Caldera's Portland office and travel and transport supplies to different workshop locations weekly, and to Caldera's Arts Center in Sisters, OR roughly five times/year

Position Details:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel. The employee is frequently required to stand. The noise level in the work environment is usually moderate.

To Apply:

Send cover letter, resume, and three references and any questions to Jobs@CalderaArts.org by August 9, 2017 at 5 p.m.