

Americans Promoting Study Abroad 2017 APSA Global Youth Mentor

The APSA Global Youth Mentor role, referred to as an APSA Mentor is a key position during the APSA China Scholars Program to provide diverse American high school students with a meaningful experience abroad that inspires youth to become global citizens. This role is ideal for individuals wishing to develop and strengthen their skills in; youth development, mentoring, experiential education, study abroad and global education.

To perform the role of APSA Mentor, the candidate will require the following qualifications and skills:

- Minimum 20 years of age
- Passion for global citizenship education, studying abroad and youth development
- Previous experience mentoring youth and facilitating leadership activities
- Enjoys working with a diverse group of young people (age 15 - 17)
- Works respectfully with others and follows program policies and procedures
- Dependable and consistent in meeting time commitments and deadlines
- Communicates to program management, staff, and volunteers
- Receptive to constructive feedback and willingness to self-improve
- Experience living abroad or traveling independently
- Strong leadership, organizational and interpersonal skills
- Maintains professional relationships with students, staff and program partners
- Proven problem-solving and conflict resolution abilities
- Fluency in English, working proficiency in Mandarin is an asset
- Valid Standard First Aid certification (Minimum requirement, higher levels preferred)

Core Responsibilities

Part 1: Pre-Departure Online Mentorship (volunteer position)

APSA Mentors serve as role models to high school American youth to help prepare them for an overseas program. Mentors help facilitate APSA's Global Youth topics in an interactive online learning interface. APSA Mentors help guide students through discussions and activities a few hours a week. The Program Manager will oversee the online classroom and guide APSA Mentors to lead the online mentorship activities. Each APSA Mentor will have a group of no more than 5 APSA Scholars that they will work closely with throughout the entire program.

Part 2: In-Person Mentorship Abroad (paid position)

APSA Mentors play a vital role during the 4-week China Scholars Program in Beijing. APSA Mentors will live on-site with the students helping to chaperone and provide support and assistance to the onsite Program Manager and Scholars as needed. APSA Mentors will cooperate with one another to share tips and collaborate to plan and lead large group activities. APSA Mentors will be trained to run APSA's off-campus excursions around Beijing and lead youth development sessions which are highlights for students during the program. APSA Mentors will have the support of local University student volunteers who join excursions to provide language mentorship to the students.

APSA Mentors are overseen by the APSA Program Manager who will provide training, direction, and support during the program. Please note, US-based APSA Mentors will Chaperone students on their international flight to and from Beijing.

Part 3: Post-Program Mentorship (volunteer position)

When the students return to the US, APSA Mentors will remain connected with their group of assigned students through the online learning interface for one month following the study abroad component. During this time, APSA Mentors will provide their feedback and suggestions about ways to improve the program and activities in a final staff survey.

Essential Duties include:

- Provide a model for a healthy, trusting relationship through clear communication and set appropriate professional boundaries
- Coordinate activity preparations in collaboration with the APSA Team and volunteers
- Provide emotional, social, and practical support within APSA's guidelines, to students, fellow staff and volunteers throughout the program
- Be an active listener and offer support and encouragement when appropriate
- Facilitate activities to achieve desired learning outcomes and provide feedback and ideas for ways to improve or adapt activities to best engage youth
- Recognize the individual strengths, weaknesses, talents and gifts in students and facilitate the progression of their personal and professional development goals throughout the program
- Notify APSA Management of any issues or sensitive matters that occur in a timely manner in order for matters to be resolved

Position Term: May 31st - September 31st, 2017

Volunteer Commitment:

Online Mentorship: May - July and September
(~5 - 8 hours/week including some weekends)

Work Hours:

In-person Mentorship: July - August
(4 weeks - Mentors are available during the full duration of the program with scheduled times and days off)

Work Compensation: Salary + Travel Costs* + Food & Accommodation during the Beijing Program

Compensation will be paid in full at the end of the Beijing Program. Travel costs will include; international travel for US based staff and domestic travel of China based staff. For any travel costs, that an APSA Mentor covers, personally, they can submit expenses to qualify for reimbursement only when the original receipt / invoice is provided.

Application:

Email your CV / Resume and cover letter to jennifer@apsaglobal.org

Please use the subject line: **2017 APSA Mentor Application**

Upon review of your previous work experience and qualifications you may be asked to provide the following documents for further consideration:

Follow-up Required Documents:

1. 2 - 3 Letters of Recommendation
2. Criminal Reference Check
3. Copy of current Standard First Aid Certification (or Higher Medical Qualification)