



Job Title: Lead Mentor
Reports To: Elementary Program Coordinator
Pay Range: \$17-20/hr
Start Date: May 27, 2026

**Overview**

The Lead Mentor is a part-time, 20/hour a week position. This person will provide leadership for our After-School and Summer Programs as a Lead Mentor in an elementary classroom. They will build mentoring relationships with students, manage a classroom, oversee volunteer mentors in their class, and help to address barriers to basic needs.

**Essential Job Functions:**

1. Provide leadership for the program each day; work alongside staff and volunteers to implement the program in a successful, structured fashion.
2. Build meaningful mentor relationships with students.
3. Enforce Common Good’s discipline policy. Address and manage discipline issues promptly.
4. Carry out objectives and performance measures developed by Common Good staff that address students’ educational, emotional, behavioral, and social growth.
5. Assist with maintaining a good, working relationship within the school system to better meet the emotional, behavioral, and academic needs of the students.
6. Ensure facilities are clean, organized, and conducive to learning.
7. Develop and maintain positive relationships with students’ parents or guardians.
8. Keep program hours from 1:30-6:30PM Monday-Thursday. Additional planning, administrative hours, and occasional out-of-program hours required; schedule for these hours will be determined with the Elementary Program Coordinator.

**Job Requirements:**

- College degree
- Strong passion and commitment to people and outreach in an underserved community
- High levels of initiative and organizational skills

**Preferred Qualifications (not required):**

- Bilingual (English and Spanish)
- Experience working in an urban setting with students

**Application Requirements:**

- Cover Letter that addresses the following questions:
  - What is your approach and experience in working with elementary students?
  - Why are you interested in this position?
  - Why do you believe you would be a good candidate for the position of Lead Mentor?
- Resume
- References

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the neighborhood and the non-profit.

Interested individuals can submit their cover letter, resume, and references to [nicolas@commongoodlex.org](mailto:nicolas@commongoodlex.org) by Friday, April 24, 2026.