



Employment Opportunities 2020-2021 School Year

We are currently seeking Mentors to cover our morning and afternoon farm & forest programs during the 2020-2021 school year.

Each program will have 2 Mentors who act as a team: Either a Master Mentor & Associate Mentor, or 2 Partner Mentors. The budget for mentor paychecks will be divided according to job titles/responsibilities. (50/50 for Partner Mentors or 55/45 for Master & Associate)

The following program times are available:

MTW mornings, 8:30-12:30

ThFri mornings 8:30-12:30

MTW afternoons 12:00-4:00

ThFri afternoons 12:00-4:00

Each program will have up to 12 children (“questers”) enrolled, ages 3-12.
See job listings below for more details.

Master Mentor: *Manage the structure of the program: Guide and direct the daily studio rhythm, plan and implement curriculum (choose between Ashlar-purchased curriculum or create your own). Assisted by Associate Mentor. Teaching credentials and classroom experience required.*

Associate Mentor: *Support and assist the Master Mentor in creating and implementing curriculum, keeping the daily rhythm, etc. Classroom experience is required.*

Partner Mentor: *Work as a team with another Partner Mentor to share equal responsibility in managing the program, guiding the daily rhythm, creating and implementing curriculum, etc. Teaching credentials required, and at least one of the Partners must have previous classroom experience.*

- Responsibilities- Guide and direct the following; Assist and support the master mentor in the following; Guide, direct, assist and support the following (sharing equal responsibilities with another Partner Mentor):
 - Plan and implement curriculum and purchase necessary supplies for morning and/or afternoon farm & forest programs. Curriculum must be hands-on/experiential and play-based, following the interests, skills and development of the children in the program, incorporating nature skills such as plant/animal/insect/rock identification, foraging, mapping, etc.
 - (Ashlar provides \$50/month petty cash for each program, to cover classroom supplies and snack ingredients)
 - Plan and prepare healthy and simple snacks to be served mid-program
 - (Ashlar provides \$50/month petty cash for each program, to cover classroom supplies and snack ingredients)
 - Plan and implement celebrations such as welcoming day, fall festival, winter performance, spring carnival and end of year ceremony. (dependent upon circumstances of the pandemic.)
 - Plan and implement guest speakers and field trips with a goal of 1 of either per month and at least 3 field trips per year. (dependent upon circumstances of the pandemic.)
 - Maintain positive relationships with the questers and open communication with their families.
 - Greet each child and their caregiver warmly when they arrive, and connect with them as you say goodbye at the end of the day.
 - Prepare and send out weekly e-newsletters to families in the program.
 - Be available via Ashlar-provided email for parents to reach with any questions or concerns, responding within 1-2 business days.
 - Host parent-mentor connections (parent-teacher conferences) at weeks 12 and 24, to talk about success, goals, and progress of each Quester.
 - Keep studio organized, clean and tidy.
- Time Commitment
 - School Year: We will follow the Auburn school district calendar for the 2020-2021 school year. Prep week: 8/31-9/4. Mentor Orientation: Sat

8/29, 2-4pm. Meet N Greet Open House for Families: TBD. First day: Wednesday, September 9, 2020. Last day: Friday, June 25, 2021.

- Morning Mentors: Arrive at 8:30 to prep. Program starts at 9am.
 - Mentor 9am-noon with another Mentor, 12 Questers.
 - Tidy up for afternoon session and/or prep. Done by 12:30.
 - Afternoon Mentors: Arrive and mentor 12:30-3:30, 12 Questers with another Mentor.
 - Stay until 4:30 to clean and/or prep.
 - In other words, questers attend for 3 hours daily and mentors get paid for 4 hours daily to include prep and clean-up.
 - Weekends & Evenings During the School Year
 - Saturday meetings every 6 weeks, alternating between 2-hour staff meetings and 30 minute personal feedback meetings
 - ~4-6 family events after hours, such as evening open houses, performances, or celebrations (events may last 3-5 hours, including prep and clean-up)
 - Summer Break: We will follow the Auburn school district calendar for 2020-2021.
 - Next summer look for the following work opportunities:
 - Plan and run a summer camp, Mon-Fri 9am-Noon
 - Help run a booth at a festival, market, or conference.
 - Host or assist open houses for new and interested families.
 - Host private tours individually scheduled by families.
- 2020/2021 Contract
- 10 months: August 28 - June 28.
 - Renewable for 2021/2022 upon agreement.

On-Call Mentors: *(substitute teachers) Available to work when a Mentor needs a shift covered. Experience with children required, classroom experience preferred.*

- Responsibilities- **Be available on-call to support and assist the following:**
- Implement curriculum for farm & forest program where a Mentor is absent (working alongside another Mentor).
 - Serve healthy and simple snacks in the morning and/or afternoon.

- Implement celebrations such as welcoming day, winter performance and end of year ceremony if they must take place during a Mentor's absence.
 - Support guest speakers and field trips that take place during a Mentor's absence.
 - Maintain positive relationships with the questers and open communication with their families.
 - Help keep studio clean and tidy.
 - Time Commitment
 - School Year: Wednesday, September 9, 2020 - Friday, June 25, 2021.
Mentor Orientation: Sat 8/29 2-4pm. Meet N Greet Open House for Families: TBD.
 - Programs are 9:30am-12:30 and 12:30-3:30pm Monday-Friday
 - Arrive at 8:30 to prep. Students arrive at 9am.
 - Mentor 9am-noon with another Mentor, 12 Questers.
 - Clean and prep until 12:30.

 - Mentor 12:30-3:30, 12 Questers with another Mentor.
 - Stay until 4:30 to clean and prep.

 - Other events may be held on select evenings and weekends.
 - Weekends & Evenings During the School Year
 - Saturday meetings every 6 weeks, alternating between 2-hour staff meetings and 30-minute personal feedback, depending on number of hours worked.
 - Additional opportunities to earn paid or volunteer hours at up to ~4-6 family events after hours, such as evening open houses, performances, or celebrations (events typically last 3-5 hours, including prep and clean-up)
 - Next summer look for the following work opportunities:
 - Plan and run or assist a summer camp, Mon-Fri 9am-Noon
 - Help run a booth at a festival, market, or conference.
 - Assist an open houses for new and interested families.
- 2020/2021 Contract
 - 10 months: August 28 - June 28.
 - Renewable for 2021/2022 upon agreement.

Outdoor Guides: *Work 2 hour shifts, to assist Mentors with outdoor supervision. Experience with children required.*

➤ Responsibilities

- Supervise up to 12 questers outdoors, with another Mentor.
- Allow both unstructured free play and guided activities when needed and/or desired.
- Provide support as children need gear adjustments, etc. to keep comfortable in any weather.
- Keep a constant accurate headcount and enforce safety guidelines, such as all children must be able to see an adult at all times outside.
- Maintain positive relationships with the questers and open communication with their families.
- Give written feedback for parent-mentor connections (parent-teacher conferences) at weeks 12 and 24, to talk about success, goals, and progress of each Quester.

➤ Time Commitment

- School Year: Mon-Fri, September 9, 2020 - June 25, 2021. Mentor Orientation: Sat 8/29 2-4pm. Meet N Greet Open House for Families: TBD.
 - Be ready to supervise ~9:30-11:30am and/or ~1-3pm.
- Weekends & Evenings During the School Year
 - Saturday meetings every 6 weeks, alternating between 2-hour staff meetings and 30-minute personal feedback meetings
 - Opportunities for additional hours or volunteer hours, up to 4-6 family events after hours, such as evening open houses, performances, or celebrations (events typically last 3-5 hours, including prep and clean-up)
- Next summer look for the following work opportunities:
 - Assist a summer camp, Mon-Fri 9am-Noon
 - Help run a booth at a festival, market, or conference.
 - Attend open houses for new and interested families.

➤ 2020/2021 Contract

- 10 months: August 28 - June 28.
- Renewable for 2021/2022 upon agreement.

Specialists: *Bring expertise to the studio, hours are to be determined on a case by case basis. Experience with children required, classroom experience preferred, specialized training or extensive experience in field of expertise required.*

➤ Responsibilities

- Plan and implement a curriculum, providing specialized learning opportunities for up to 12 Questers, in areas such as fine arts, health & fitness, foreign languages, or other topics of interest.
- Maintain positive relationships with the questers and open communication with their families.
- Give written feedback for parent-mentor connections (parent-teacher conferences) at weeks 12 and 24, to talk about success, goals, and progress of each Quester.

➤ Time Commitment

- School Year: Mon-Fri, September 9, 2020 - June 25, 2021. Mentor Orientation: Sat 8/29 2-4pm. Meet N Greet Open House for Families: TBD.
 - Time frames are flexible and to be determined on a case by case basis.
- Weekends & Evenings During the School Year
 - Saturday meetings every 6 weeks, alternating between 2-hour staff meetings and 30-minute personal feedback meetings
 - Opportunities for additional hours or volunteer hours, up to 4-6 family events after hours, such as evening open houses, performances, or celebrations (events may last 3-5 hours, including prep and clean-up)
- Next summer look for the following work opportunities:
 - Assist a summer camp, Mon-Fri 9am-Noon
 - Help run a booth at a festival, market, or conference.
 - Attend open houses for new and interested families.

➤ 2020/2021 Contract

- Flexible, dependent upon classes offered.

Note regarding Covid-19: We take the threat of the pandemic seriously, and plan our reopening with caution. We realize that we must prioritize the physical health of our families while we work to nurture the community's social, emotional and mental health by meeting together again. We understand that when we take careful precautions with a positive attitude, we support our economy and overall community health by 1) being allowed to open programs where children and their families can meet together joyfully in shared space again, 2) helping children to feel safe, empowered and helpful by modeling actions we can take to show care and responsibility for ourselves and others, and 3) helping parents to feel confident that we are doing whatever we can to protect their children from any perceived threat, physical or otherwise. Mentors must be willing to comply with the [Department of Health Guidelines](#) for programs such as ours as we progress through the phases of reopening safely as determined by the State of Washington. An attitude of flexibility and patience is necessary as Ashlar applies Policies & Procedures designed to follow these guidelines and act in accordance with wisdom we can gain from the latest research on the virus, the nature of which is ongoing- thus policies and guidelines are subject to change.

To apply, please submit your resume and cover letter to our Director, Chondra Norman, at chondra.norman@theashlarway.com
Be sure to note which position you are applying for and include a description of how you believe your personal pedagogical and developmental philosophies align with The Ashlar Way. You will be notified when your application has been processed. In-person interviews and background checks will be conducted on all candidates before hiring.

Thank you for your interest!
