



Ready for Reading | [www.readyforreading.org](http://www.readyforreading.org)

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## **GLOW Club Mentor Position**

**Position:** GLOW Mentor

**Reporting to:** Director of Partnerships

**Employer:** Ready for Reading Organization

### **I. Overview**

**Ready for Reading (RfR):** Ready for Reading is a registered Non-Governmental Organization and has established the 7,800 sq. ft. Rwinkwavu Community Library and Learning Center (RCLLC), located in an underserved rural area in Eastern Rwanda, Africa, that serves as a center of opportunity, hope and healing. Ready for Reading seeks to empower all ages of the Rwinkwavu community through literacy, technology and life skills, enhancing academic, social, cultural and economic opportunities for both personal and community growth and enrichment.

RfR currently has implementation programs in partnership with Global G.L.O.W.

**Global G.L.O.W.** is a 501(c)3 certified California based not-for-profit organization that uses mentorship and the arts to foster confidence in girls on the brink of success. Creative expression coupled with a consistent, deep mentor relationship build self-esteem and resilience in each girl. Global G.L.O.W. supports girls around the world, as they become leaders within their communities.

### **II. Minimum requirements**

Bachelor degree in social work / Education or Any Equivalent.

1 year work experience, preferably in an NGO or mentorship settings

Highly developed relationship building and interpersonal skills

Highly developed verbal and communication skills

Strong analytical and mentorship skills

A sincere desire to be involved with adolescent girls.

Respect for young people.

Active listening skills and Empathy.

Ability to see solutions and opportunities.

### **III. Mentor General role**

We are looking for a multi-tasked with excellent communication skills and an upbeat attitude. Candidates should be able create a safe, nurturing community for all participants within their community. GLOW Mentors lead and support GLOW sessions and Global GLOW advocacy. GLOW Mentors work in vulnerable communities and are able to maintain the utmost respect to the groups they serve. GLOW Mentors are present and active members of their community with exceptional mentorship, leadership and communication skills. GLOW Mentors work

alongside the Global GLOW Partnership Directors to ensure GLOW Programs are running smoothly and are supported as needed.

A Mentor with the GLOW program is a caring, responsible, adult volunteer who serves as a trusted friend and guide to mentees from GLOW community or partners schools. S/he helps to ensure that the student develops important academic and life skills, is exposed to new opportunities and a wide array of resources, makes positive life choices, stays in school, and graduates with a plan for pursuing post-secondary education.

#### **IV. GLOW Mentor Roles and Responsibilities**

- Prepare for and conduct weekly GLOW, Healthy GLOW and Girl Solve sessions
- Participate in International Day of Girl, Black History Month and other annually Celebrations
- Reflect upon and write up a Monthly mentor feedback report on a monthly basis and present it to the Partnership Director
- Participate in meeting of all Global GLOW mentors once a month or as decided upon by the Partnership Director
- Meet with fellow mentors for sessions preparation and troubleshoot any issues within program on the bi-weekly basis.
- Collect data on participants and take weekly attendance and fill in the datasheet
- Submit GLOW data and attendance to the Assistant Partnership Director
- Fill out leadership surveys for each GLOW, Healthy GLOW and/or Girls Solve member and facilitate the GLOW student survey at the beginning and end of the GLOW curriculum.
- Honor, all commitments made to the mentees and Ready for Reading.org.
- Serve as a positive role model by modeling desirable behaviors—e.g. patience, tolerance, and reflective listening.
- Be encouraging and supportive of the GLOW members.
- Help the mentees develop a milestone plan for completing high school and going on to Secondary or work.
- Attend on-going trainings when needed or requested to do so by program staff.
- Recognize role as a mandated reporter and report any problematic issues.

#### **How to Apply.**

The interested candidates should submit their application documents via email on [info@readyforreading.org](mailto:info@readyforreading.org) not later than Friday September 30, 2022. **GLOW Mentor** should be your application email subject. For detailed information or Clarification, please contact us via phone [+250788305290] or the email address provided above.

**NB:** Only the selected candidates will be contacted and failing to comply with all above instructions will lead to the candidate's disqualification