



Natural Born Champions: Lead Senior Mentor Job Description

Natural Born Champions Inc. is a community intervention program that aims to provide direct educational and workforce development enrichment resources and services to youth and families in Baltimore, Maryland.

NBC Lead Senior Mentor

Lead Senior Mentor

Pay (Contractual)

Hourly

Job Overview

We are seeking responsible and reliable Lead Senior Mentors to join our growing youth program. The NBC Lead Senior Mentor position is a contractual position between September-August in 1 fiscal year. This position can also be full-time or part-time and paid bi-weekly. In this position, you will work closely with our Executive Director in supervising youth and keeping them safe. Lead Senior Mentors are the on-site leaders of NBC's school-year programs, working alongside Program Directors and the Executive Director to ensure high-quality, safe, and engaging programming for youth.

In this role, you will guide participants through entrepreneurship-themed lessons, academic enrichment, and social-emotional learning activities aligned with NBC's "Building the Mentee Economy" curriculum. You will supervise and mentor Senior Mentors and Youth Mentors, coordinate site operations, and serve as the main point of contact for parents, school staff, and community partners.

Lead Senior Mentor Specific Responsibilities:

Program Leadership & Facilitation

- Plan, oversee, and lead daily program activities (entrepreneurship, SEL, STEM, arts, recreation, and academic support).
- Demonstrate and encourage creativity through crafts, art, and hands-on projects.
- Facilitate monthly family workshops and bi-monthly pop-up shop events.
- Keep organized curriculum binders, lesson plans, and activity records.

Staff & Site Management

- Lead daily/weekly staff meetings and support team members in meeting program goals.
- Model professionalism, strong leadership, and positive relationship-building with students and staff.



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- Assist Program Directors with scheduling, attendance tracking, and inventory management.

Parent & Community Engagement

- Communicate regularly with parents/guardians regarding student progress, upcoming events, and program updates.
- Support NBC representation at workshops, field trips, and corporate/community events.

Administrative & Operational Duties

- Maintain accurate program records, reports, and surveys.
- Create and distribute weekly newsletters to families and stakeholders.
- Ensure safety and emergency procedures are implemented at all times.

Qualifications

Education

- High school diploma or equivalent (required)
- Minimum 3.0 GPA (required for high school graduates entering college)
- 3+ college semesters completed (preferred)
- Approved coursework in youth development, education, or related field (preferred)
- 45 Hours Curriculum & 45 Hours Child Development certification OR equivalent experience:
 - 45 hours curriculum + 400 hours experience, **OR**
 - 15 clock hours college coursework + 600 hours experience, **OR**
 - No coursework + 800 hours experience

Experience

- Previous experience as a teacher, program leader, counselor, or in youth development (preferred)
- Experience supervising staff or volunteers (preferred)
- First Aid/CPR certification (preferred)

Skills

- Strong leadership and communication skills (9+ hours of communication training preferred)



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- Ability to motivate and guide youth in grades PK–12
- Patience, flexibility, and problem-solving abilities
- Ability to serve as a positive role model and uphold NBC's mission
- Comfortable in a team-oriented, collaborative environment

Schedule (Varies by site)

- **Before School Programs:** Monday–Thursday, 7:45 AM–9:05 AM
- **After School Programs:** Monday–Thursday, between 2:00 PM–6:00 PM
- Some Friday events, workshops, or field trips required
- No programming during school closures, inclement weather days, or NBC-scheduled breaks

Benefits (If Full-Time)

- Paid holidays
- Rideshare assistance (as available)

Compensation: \$19–\$24/hour, paid bi-weekly

Hours: Full-time or part-time, contractual (September–June)

Location(s): Harford County, Baltimore City, Baltimore County (*Specify preferred site in application*)

Contact Information

Natural Born Champions General Inquiry Email

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www.naturalbornchampions.com