



Mentor for Mentor FCC

Center for Early Education and Development (CEED)

CEED has an exciting new opportunity for experienced family child care providers to be mentors to peers who are looking for support in their careers! The following information outlines the roles and responsibilities of the mentor position:

This position is a maximum of 9 hours/month consultant role for the Mentor FCC Project. This project is part of the Training and Relationship-Based Professional Development Specialist Support system (TARSS) at the Center for Early Education and Development (CEED) at the University of Minnesota. The position will report to the Mentor FCC Project Manager.

We strive to conduct programming that integrates racial equity, includes anti-racism content, and is culturally responsive. We strongly encourage individuals from communities that have been impacted by structural oppression and are underrepresented (including but not limited to: first-generation college students, first-generation immigrants, people of color) to apply.

Target Start Date: April 1, 2024

Pay Rate: \$30/hour

Hours Per Month:

- A maximum of 9 hours/month
- 4 hours/month per mentee plus 1 hour/month in an online community for training

If you have questions about this job description or Mentor FCC, Email **Molly Hughes** at **mcne0047@umn.edu**

Duties/Responsibilities

The Mentor FCC Mentor will offer a professional connection between themselves and existing family child care providers throughout Minnesota. The peer mentor will work closely with the Mentor FCC Project Manager to develop and implement a peer mentoring project that focuses on support for family child care providers of color and those that live and work in rural areas of Minnesota. The peer mentor will work closely with 1-2 providers, collaboratively developing goals, offering support and resources to providers, and developing relationships that hopefully result in retaining child care providers throughout Minnesota. The peer mentor is expected to provide exceptional customer service to family child care providers throughout Minnesota, via phone, email, and other online formats. The mentor will also help to collect feedback from the field that can influence programming decisions. The peer mentor should demonstrate exceptional knowledge of family child care processes and licensing, adult learning, and a connection to cultural communities. Peer mentors will receive training and support from TARSS personnel. This training will be offered either in-person or online.

Virtual Mentoring

All mentoring will be done online or via phone calls

- Establish and maintain a supportive, professional relationship with mentees.
- Work collaboratively with the mentees to schedule meeting times that work for both parties.
- Meet regularly with mentees at agreed upon times.
- Work with the mentees to determine their goals for the mentoring experience.
- Share resources as needed for provider and program support.
- Support and encourage mentees in exploring outside resources (e.g., CICC, First Children's Finance, Parent Aware, MACMH, TARSS, etc.).
- Support mentees in problem solving and idea generation, as needed.
- Support mentees in using a weekly self-reflection form.
- Maintain flexibility to learn new things.

Virtual Training Requirements

- Attend all orientation training sessions (may be in-person)
- Attend ongoing training sessions as planned by the Project Manager
- Participate in a Community of Practice with other mentors as determined by the Project Manager

Administrative Duties

- Communicate with Mentor FCC Project Manager-- Molly Hughes--on a regular basis to share data and reports, receive technical assistance, and/or report any feedback from the mentoring sessions
- Review content developed for peer mentors and offer critical feedback
- Handle administrative tasks related to mentoring work
- Attend project specific meetings
- Invoice CEED for work performed at least monthly

Required Qualifications

- Currently licensed with 5 or more years of experience in a licensed family child care setting.
- Ability to work respectfully with diverse communities.
- Ability to maintain data confidentiality.
- Ability to conduct oneself in a professional manner; prompt, can complete duties in a timely and responsible manner; works well under pressure and can follow appropriate channels of response.
- Competent English writing and speaking skills; strong communication and interpersonal skills; strong observational skills; detail-oriented; competence in everyday computer skills.

Preferred Qualifications

- Step 6 or higher on the [Achieve Career Lattice](#)
- Multilingual
- Currently a Parent Aware rated FCC program

Applications must be submitted online.

To apply, please complete this form: <https://z.umn.edu/FCCmentor>