



## **Peer Mentor Advisor - Job Posting**

### **Musical Theatre Program - Palatine-Rolling Meadows (MTP-RM)**

#### **Special Gifts Theatre**

**Position Summary:** This is a part-time seasonal position working in tandem with the Musical Theatre Program Manager and at times will work with the Program Support Coordinator. This position will assist with peer mentor recruitment, student/peer mentor matches, disability inclusion leadership training and guide all peer mentors on how to work one on one with SGT students. Once the peer mentor program is underway and relationships are comfortable and productive, the Peer Mentor Advisor will also be responsible for supporting SGT as a classroom aide by providing a safe, nurturing and successful experience for all the students in the program. The Peer Mentor Advisor maintains the level of quality and the standards of SGT.

**Reporting Relationships:** Reports directly to the site Program Manager and at times will work with the Program Support Coordinator.

**Position Requirements:** Part-time position that begins one month prior to the start of the program and on site weekly throughout the season based on the Musical Theatre Palatine-Rolling Meadows program calendar. This program meets on Thursdays after school November 2025 - April 2026 at Conyers Learning Academy in Rolling Meadows. The program calendar will be All staff are expected to arrive 15+/- minutes early to set up and stay a little later for clean up. Peer mentor administrative tasks outside of program hours approximately 1 hour per week from home. At times responsibilities will vary leading up to final performances and a calendar will be provided with required days/times

#### **Key Responsibilities:**

- Prior to the start of the season, will assist with peer mentor recruitment
- Lead a new peer mentor orientation meeting prior to the first class
- Support mentor/student pairs to promote engagement and assist with problem solving
- Liaison between mentors and rest of the SGT team
- Be the primary point of contact for mentors/mentor families
- Send out and respond to email communication/updates to the families including program reminders, important dates, SGT updates, and other information peer mentor families need to know (responses expected within 48 hours)
- Receive phone calls/texts/emails during the program from parents regarding their child's attendance (absences/late arrivals)
- Remain on site until all mentors have been picked up/left the program every week
- Facilitate disability inclusion training module created by Program Support Coordinator with feedback and suggestions to PMC to keep training module current for our peer mentors
- Collaborate with the program team matching mentors with buddies and facilitating a bond/friendship between them
- Instill an understanding of the importance of consistency/dependability of each mentor

Updated: 6-2025 DTB

- Take weekly mentor attendance and notify all program team staff of their absences
- Provide a substitute mentor/floater for absences whenever possible
- Work with the SGT team regarding mentors that are overly challenged in their role
- Provide support for mentors by answering questions/providing assistance when needed
- Solicit mentor feedback from program team helping to create a successful and positive experience for all participants
- Create and distribute year-end mentor surveys with Program Support Coordinator
- Assist with evaluating the mentor program at the end of the season
- Perform as a classroom aide providing active support to teaching staff once the mentor program is underway and relationships are comfortable and productive
- Provide behavioral support to individual students as needed
- Utilize the SGT Google Drive for program documentation and maintain mentor registration lists/rosters throughout the season
- Attend/participate in all classes, staff meetings, extended dress rehearsals and final performances as scheduled (a full calendar will be provided)

#### **Skills and Qualifications:**

- 2-4 years of work experience with individuals with disabilities, theater, or related field
- Bachelor's or Associate's Degree from an accredited institution in Theater, Special Education, or a similar field preferred
- Self-motivated individual who is able to multitask
- Excellent verbal, written, organizational and time management skills
- Ability to relate to and connect with middle school/ high school students
- Ability to create appropriate boundaries with receiving and sending peer mentor texts
- Access to technology to use for planning, management and communications including Google applications.
- Basic knowledge of theater/production elements is helpful, but not required.
- Strong teamwork and interpersonal skills.
- A heart for individuals with disabilities and their families and believes in the mission of Special Gifts Theatre.

**Salary:** Range of \$1,000 - \$1,200 for the program season (commensurate with experience)

Please complete the [online application](#) and send your resume to [info@specialgiftstheatre.org](mailto:info@specialgiftstheatre.org). Preferred application deadline of July 30, 2025.

Special Gifts Theatre is committed to being a diverse, equitable, and inclusive organization. SGT is willing to provide any reasonable accommodations necessary to do this job upon onboarding.

**About Special Gifts Theatre:** Through the performing arts, we work collaboratively to create inclusive and transformative experiences for individuals with disabilities to fully engage in the world. SGT's programs foster self-confidence, social, speech and language skills in individuals with disabilities. We work as a community to use educational and therapeutic techniques with the stage as the platform integrating creativity and fun. Since its founding in 2000, SGT has conducted individualized classes for more than 4,500 youth with disabilities, youth peer mentors, and adults with disabilities. SGT program participants have presented performances attended by more than 48,500 community members. Today, SGT offers multiple programs throughout the Chicago area, serving more than 350 participants annually. For more information on SGT's programs please visit [www.specialgiftstheatre.org](http://www.specialgiftstheatre.org)