

Position Description:

Apprenticeship Mentor

Program Sponsor: Ascend Beauty Career Solutions

Employing Entity: Participating Employer / Host Salon

Reports To: Participating Salon Owner & Ascend Program Director

Position Type: Full-Time or Part-Time (Concurrent with Behind-the-Chair Practice)

Position Summary

The **Apprenticeship Salon Mentor** plays a vital role in shaping the next generation of beauty professionals within the **Ascend Beauty Career Solutions Consortium**. Serving as a practical educator, coach, and role model, the Mentor is responsible for guiding a Registered Cosmetology Apprentice through their **3,000 hours of On-the-Job Training (OJT)**.

While Ascend oversees state registration, compliance, and online Related Technical Instruction (RTI), the Mentor provides direct, behind-the-chair supervision, hands-on instruction, and performance evaluations in a licensed salon environment.

Key Responsibilities

1. On-the-Job Technical Training & Supervision

- Provide direct, real-time supervision and instruction across core technical areas: consultation, sanitation, shampooing/scalp care, precision cutting, chemical texturizing, haircolor formulation/application, and finishing/styling.
- Allow apprentices to shadow active client services while explaining technical reasoning, product choices, and service mechanics.
- Graduating apprentices safely from assistant tasks to supervised hands-on service execution.

2. Coaching & Professional Development

- Model exceptional customer service, salon ergonomics, client communication, and professional ethics.
- Mentor the apprentice on "the business of hair," including product recommendations, retail sales strategies, rebooking tactics, and time management.
- Deliver constructive, real-time feedback to foster technical confidence and problem-solving skills.

3. Compliance, Tracking & Evaluation

- Conduct monthly practical evaluations using Ascend's standardized competency checklists.
- Review, verify, and sign off on the apprentice's weekly OJT hour logs promptly for Virginia DOLI compliance.
- Meet quarterly with the Ascend Program Director to review the apprentice's overall technical readiness and curriculum alignment.

Required Qualifications & Eligibility

- **Licensure:** Hold an active, unencumbered **Virginia Cosmetology License**.
- **Experience:** A minimum of **2–3 years** of active, behind-the-chair professional experience as a licensed cosmetologist.
- **Salon Standing:** Operate in or own a fully licensed, compliant Virginia salon facility.
- **Training:** Complete the mandatory **Ascend Mentor Onboarding Orientation** prior to working with an assigned apprentice.

Core Competencies & Soft Skills

- **Strong Communication:** Ability to break down technical steps into digestible, easy-to-understand concepts.
- **Patience & Empathy:** A growth-oriented mindset that encourages learning from mistakes.
- **Leadership:** Proven track record of high sanitation standards, retail performance, and client retention.
- **Organization:** Consistency in managing client appointment flow while maintaining accurate administrative training logs.

Program Benefits for the Mentor & Salon Owner

- **Talent Pipeline:** Train and cultivate a dedicated, skilled stylist who understands your salon's culture and standard operating procedures.
- **Turnkey Compliance:** Gain the benefits of hosting a DOLI-registered state apprenticeship without the burden of curriculum creation, state reporting, or administrative compliance management.
- **Elevated Brand Reputation:** Position your salon as a premier learning facility and community leader in workforce development.
- **Grow Your Business:** Build a team under your leadership and Salon culture (if applicable)