

Youth Mentoring Coordinator (Full-Time AmeriCorps Position)

Make a difference and gain professional experience! SE Works is looking for a creative and resourceful individual to serve as the Youth Mentoring Coordinator for General Education Development (GED) program. The preferred candidate will have experience working with youth in an educational setting, knowledge of post-secondary resources, strong organizational abilities, and excellent interpersonal communication skills. This is a full-time AmeriCorps position with the Oregon State Service Corps (OSSC), and the individual will provide 1700 hours of service over an 11-month period. Learn more about AmeriCorps at www.americorps.org.

Summary of Position:

The Youth Mentoring Coordinator oversees a volunteer mentor program. Approximately half of the service hours will be volunteer coordination, which includes recruiting, training, and supporting mentors for the youth General Education Development (GED) program. In addition, the member will spend half the service hours mentoring GED graduates transitioning to post-secondary education.

Essential Responsibilities:

- 1) Recruit, train, and support volunteers to provide mentoring support to youth transitioning to post-secondary education.
- 2) Provide one-on-one and small group mentoring to students preparing for GED exams, transitioning to post-secondary education, and participating in college courses.
- 3) Develop and coordinate youth mentoring activities including homework clubs and "college survival" workshops.
- 4) Develop training materials for volunteer mentors
- 5) Create mentoring resources including college preparation materials and academic study guides.
- 6) Develop databases to track volunteer and student information and participation in activities.
- 7) Continually refine intake and tracking processes for volunteers and students.
- 8) Organize quarterly information and training sessions for volunteers.
- 9) Collaborate with other SE Works volunteer coordinators to address overall volunteer program needs.
- 10) Attend monthly staff and volunteer coordinator meetings, as well as weekly supervision meetings.
- 11) Complete and submit in a timely manner all OSSC/AmeriCorps required reports and time sheets.
- 12) Attend OSSC/AmeriCorps sponsored orientations, trainings, meetings and disaster response.

Requirements:

- 1) Must be at least 18 years of age.
- 2) U.S. citizen, national or lawful permanent resident.
- 3) Ability to commit to the full term of service for which they are applying.
- 4) Submit to a criminal history background check.

Additional Qualifications:

- 1) Bachelor's degree is required; knowledge of post-secondary education environment/resources is essential.
- 2) Independent, self-motivated, creative and resourceful individual who enjoys working with diverse groups of people.
- 3) Experience working with youth in an educational setting is preferred.
- 4) Interest in recruiting and supporting volunteers
- 5) Strong organizational and interpersonal communication skills.
- 6) Willingness to work a flexible schedule, including some evenings.

Benefits:

- 1) The member will receive a living allowance of up to \$11, 800; members complete 1700 hours of service within 11 months.
- 2) Health care coverage
- 3) Child care assistance (if eligible)
- 4) Upon successful completion of a term of service, eligible members will receive an education award of \$5350. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in the year that it is used.
- 5) Loan forbearance (after successful completion of a term of service, a portion of the accrued interest on qualified loans will be re-paid).
- 6) Professional development and training opportunities

How to Apply

E-mail your cover letter and resume to eeslinger@seworks.org. Application deadline is **Wednesday, July 14** at 12 p.m.