

AmeriCorps Position Description Position Title: AmeriCorps Lunchtime Mentoring Program Coordinator

Organization: United Way of Benton & Franklin Counties 401 N Young Street, Kennewick, WA 99336 www.uwbfc.org	Supervisor: Paul Klein, Community Impact Manager (509) 581 – 3939 pklein@uwbfc.org
Position serves vulnerable populations	3-part criminal history check required

Service Term: 20, 30 or 40 hours/week between 7:30 am–4:30pm, Monday – Friday, September 1, 2021 to June 30, 2022.

Program Description: United Way of Benton & Franklin Counties will run lunchtime mentoring programs at local middle schools during the 2021 – 2022 school year. At each school, the program will recruit and train community members and match these individuals with a chronically absent student to serve as a mentor for the duration of the school year. This program will contribute to students’ academic success, positive attitudes towards school, and decreased absenteeism.

Service Location Description: Each AmeriCorps member will be assigned to a local middle school within Benton or Franklin County, WA. The Member will spend time in the assigned school and at United Way’s Kennewick office. Assignments to middle schools will be based on experience and skills of members and the needs of local middle schools.

Position Description: The AmeriCorps member will coordinate a lunchtime mentoring program at the assigned local middle school during the 2021-2022 school year. This includes recruiting mentors from the local community, hosting the provided mentor trainings, coordinating matches between mentors and students, monitoring program progress, and addressing scheduling, communication, and training needs as they arise. The AmeriCorps member will also coordinate with school leadership to provide targeted academic and social-emotional support to students.

Responsibilities and Related Tasks:

- Recruit and maintain a diverse set of volunteer mentors from the local community.
- Ensure that mentor applicants meet minimum qualifications and have passed all required background checks.
- Coordinate materials and logistics for mentor trainings and meetings.
- Collaborate with school administration to identify and enroll students for participation in the mentoring program.
- Facilitate matching of mentors and mentees.
- Keep accurate and detailed program records.
- Assist Community Impact Manager in periodic collection of program data for evaluation.
- Collaborate with school administration to provide direct academic and/or social-emotional support to students.
- Uphold the highest standards of student protection, privacy, and safety.
- Participate in all professional development, training, and periodic community service events.

Required Qualifications:

- High school diploma or GED.
- Ability to reliably and frequently travel between United Way’s office and local middle schools.
- Ability to accommodate occasional early morning, evening, and weekend hours with advance notice.
- Fluency in English.
- Strong oral and written communication, problem solving, and relationship-building skills.
- Must be between 18 – 25 years old, and a United States Citizen, national, or lawful permanent resident.

Desired Qualifications:

- Associate’s or bachelor’s degree, or in-progress college coursework.
- Experience working or volunteering with minors and/or in an education setting, or relevant college coursework.
- Ability to effectively manage complex tasks and managing priorities.
- Proficiency in use of Office 365 and teleconferencing platforms (e.g., MS Teams, Zoom).
- Fluency in a language other than English.