

**AmeriCorps Position Description Position Title: AmeriCorps Mentoring Program Coordinator**

<b>Organization:</b> United Way of Benton & Franklin Counties 401 N Young Street, Kennewick, WA 99336 <a href="http://www.uwbfc.org">www.uwbfc.org</a>	<b>Supervisor:</b> Paul Klein, Director of Community Impact (509) 581 – 3939 <a href="mailto:pklein@uwbfc.org">pklein@uwbfc.org</a>
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, August 29, 2022 to June 30, 2023.

**Program Description:** United Way of Benton & Franklin Counties will run mentoring programs at local middle schools during the 2022 – 2023 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. The program will also provide direct social-emotional and academic support to all enrolled students. 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.

**Position Description:** The AmeriCorps member will coordinate a mentoring program at the assigned local middle school during the 2022-2023 school year. This includes recruiting mentors from the local community, hosting the 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 direct, targeted academic and social-emotional support to students, including in-class support, check-ins with students, and group activities.

**Responsibilities and Related Tasks:**

- Effectively interact with a diverse set of volunteer mentors from the local community.
- 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 Director of Community Impact in periodic collection of program data for evaluation.
- Provide direct academic and/or social-emotional support to students in the mentoring program.
- 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 the assigned middle school.
- Fluency in English.
- Strong oral and written communication, problem solving, and relationship-building skills.
- Must be 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.