

**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 28, 2023 to June 30, 2024.

**Program Description:** United Way of Benton & Franklin Counties will run mentoring programs at local middle schools during the 2023 – 2024 school year. At each school, the program will provide a positive adult connection as well as social-emotional and academic support to 15-25 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 2023-2024 school year. The AmeriCorps member will work with school leadership to identify a group of 15-25 students and provide direct, targeted academic and social-emotional support to that group, including in-class support, check-ins with students, and group activities. The AmeriCorps member will also work with a small group of community volunteers to expand program reach and capacity.

**Responsibilities and Related Tasks:**

- Collaborate with school administration to identify and enroll students for participation in the mentoring program.
- Mentor students through periodic group activities, check-ins, and in-class support.
- Keep accurate and detailed program records.
- Assist Director of Community Impact in periodic collection of program data for evaluation.
- Effectively interact with school staff and a diverse set of volunteers from the local community.
- 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.
- Must be fully vaccinated against COVID-19 by program start date.

**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 competing priorities.
- Proficiency in use of Office 365 and teleconferencing platforms (e.g., MS Teams, Zoom).
- Fluency in a language other than English.