

**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> Jessica Sagdal, Director of Community Impact (509) 581 – 3937 <a href="mailto:jsagdal@uwbfc.org">jsagdal@uwbfc.org</a>
Position serves vulnerable populations	3-part criminal history check required

**Service Term:** 20 or 30 hours/week positions between the hours of 7:30 am–4:30pm, Monday – Friday, August 26, 2024 to June 30, 2025. Must be available during school lunch periods and serve during school operating hours.

**Program Description:** United Way of Benton & Franklin Counties runs a mentoring program at local middle schools. 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 2024-2025 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. AmeriCorps is a national service program, and members earn a living allowance/stipend and education award, not a wage or salary.

**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.
- AmeriCorps members model positive attendance for local middle school students and must be present consistently throughout the school year.

**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.