

## Job Posting

**Position Title:** Youth Mentor

**Agency:** Community Action Partnership

**Classification:** Non-Exempt

### **Agency:**

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1983, the agency provides services in Madison, Herkimer and Oneida counties from five office locations. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Transitional Housing, and Mentoring.

### **JOB SUMMARY:**

This position provides a positive role modeling experience, a meaningful social relationship, and quality companionship to enhance a youth's personal, social, and educational growth. Some casework responsibilities included but not limited to; performing program intakes, processing referrals (as needed) and maintaining timely and accurate documentation as required by the program. This position requires afternoons and early evenings during the academic year.

### **JOB DUTIES**

- One on One interactions with a youth mentee.
- Encouraging positive self-esteem and motivation; encouraging youth to build on their Strengths.
- Facilitating goal setting with mentee.
- Organizing and planning group activities for mentees to provide opportunities for socialization.
- Ongoing support and communication with mentees family.
- Keeping accurate, organized records and information regarding contacts and activities with mentees. Track progress with activity logs. Input program data into monthly summaries. Administer all match review paperwork at appropriate and timely intervals.
- Coordinating with internal and external agency services as needed for referral purposes.
- Coordinating with schools and community partners to create positive connections for youth in their community to help achieve their goals.
- Planning and scheduling for matches, mentoring visits and social activities with mentees.
- Attending supervision meetings with Program Manager, and when required, program trainings and CAP activities.

### **QUALIFICATION AND SKILLS:**

- High school diploma or GED plus two years' experience working with at-risk youth required. Associates degree in human services or related field preferred.
- The following skills must be evidenced: able to identify and nurture strengths, able to maintain objectivity, nonjudgmental and strong oral and written communication skills. Establish trusting

relationships with culturally diverse populations; strong time management and organizational skills.

- Proficient in use of computer and Microsoft applications (particularly Word and Excel) required; experience with automated databases preferred.
- Must have valid driver's license evidencing safe driving history and a reliable vehicle.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: [HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AAE.