



## Mentoring Program Internship

### Position Description

Through the YSS Mentoring Program, youth build positive, enriching relationships with a trusted caring adults. The mentoring program intern is responsible for assisting with mentoring services in Boone and Story Counties.

### Location

Jacobson Center, 420 Kellogg Ave, Ames, IA 50010

### Job Duties

- Promote and advertise the Mentoring Program
- Assist with screening of mentors according to established program procedures
- Assist with administering and analyzing program evaluations
- Organize special events and get-togethers for all mentor/mentees
- Attend Mentoring Team meetings and other meetings as necessary
- Assist with other office organization duties, including filing and data entry
- All other duties as assigned

### Qualifications

- Reliable, flexible, takes initiative, capable of getting things done with little supervision
- Excellent attention to detail
- Experience with Microsoft Word, Excel and Outlook required
- Interest in working with people (i.e. youth and volunteer mentors), and the ability to reach out and communicate over the phone, in person, and through e-mail
- Ability to work both independently and as part of team

### Training & Supervision

- Must attend an orientation to cover YSS policies regarding confidentiality, drug-free work environment, and child abuse reporting
- Will be under the direct supervision of the Mentoring Staff
- Attend regular supervisory meetings

### Time Commitment/Requirements

- A minimum of 5 hours per week
- Must report hours to Volunteer Coordinator monthly

### How to Apply

- Fill out an intern application by going to <http://www.yss.org> and clicking on "Get Involved > Give Time and Talent"
- Submit a resume and cover letter
- A background check is required for all internships.
- Questions should be directed to Mentoring Program Manager at [fwatkins@yss.org](mailto:fwatkins@yss.org).