



MENTORING PROGRAM INTERNSHIP

Position Description:

Through the YSS Mentoring Program, youth build positive, enriching relationships with 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 weekly

YSS provides hope and opportunity by putting kids first. Learn more at yss.org.

VOLUNTEER



FRANCIS LAUER
A YSS ORGANIZATION

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 the Volunteer Coordinator.

Sarina Flathers

YSS Volunteer Coordinator

420 Kellogg Ave, Ames IA, 50010

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