



Project MARS/AmeriCorps School Engagement Coordinator

Qualifications:

- ❖ Four Year degree from an accredited institution of higher learning
- ❖ Satisfactory results of the three step National Service Criminal History Check
- ❖ Passion for working with at risk youth and community volunteers
- ❖ Patience in the provision of Academic assistance to at risk youth
- ❖ Patience in the provision of intake/interview/orientation/training of volunteers
- ❖ Display a caring approach to learning and to recruitment/recognition of volunteers
- ❖ Work effectively as part of a team, is a problem solver and self starter
- ❖ Flexibility and adaptability
- ❖ Have outstanding skills in communication, leadership, planning, organization
- ❖ Open to learning new things
- ❖ Must be a United States citizen, a national or a permanent legal resident and at least 18 years of age

Description: Under the supervision of the Executive Director of BBBSWNC, the Project MARS/AmeriCorps Director and the School Site Supervisor performs the functions set forth below.

Responsibilities:

A. Mentoring:

- ❖ Mentor recruitment through public speaking, public relations and community outreach, especially through the school community.
- ❖ Mentor orientation, intake and training according to Agency standards.
- ❖ Client inquiries and intake according to Agency standards.
- ❖ Utilize approved methods to implement the matching procedures of Mentors and Mentees.
- ❖ Supervision for matches through telephone and in-person contacts according to Agency standards.
- ❖ Provide appropriate referrals, as needed, for clients and volunteers to community service agencies.
- ❖ Complete case documentation, monthly reports and program evaluation according to Agency standards.

B. Academic assistance:

- ❖ Provide Academic Assistance to students identified by the school (classroom assistance, small group and one to one assistance, etc.)
- ❖ Provide Guided Activities designed to provide additional learning experiences for identified students (experiential learning activities, service learning activities, enhanced play activities, life skill development activities, etc.)
- ❖ Coordinate a homework club for identified students
- ❖ Coordinate After School activities for identified students

- ❖ Assist with guiding behaviors of students
- ❖ Assist the School Counselor/Teacher in any duties assigned
- ❖ Complete student documentation

C. Resources for Success

- ❖ Develop/implement effective recruitment and placement of compassionate and caring community volunteers and groups
- ❖ Assist in the intake and interview protocol for potential volunteers to ensure the best match between skills, qualification and interest of the volunteer and the needs of the school/organization
- ❖ Develop/implement an appropriate orientation program for volunteers
- ❖ Determine volunteer needs, assess duties and responsibilities, qualifications and training required, supervisory needs and length of commitment
- ❖ Interacts personally with volunteers on a regular basis to show appreciation, understand their desires and abilities and maximize their potential contribution
- ❖ Ensure that volunteer time is recorded and records of volunteer hours are maintained according to established procedures
- ❖ Outreach to community organizations for food, clothing, school supplies, health services