

AmeriCorps Position Description Position Title: AmeriCorps Mentoring Team Lead

Organization: United Way of Benton & Franklin Counties 401 N Young Street, Kennewick, WA 99336 www.uwbfc.org	Supervisor: Jessica Sagdal, Director of Community Impact (509) 581 – 3937 jsagdal@uwbfc.org
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 16, 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.

As the team lead for our AmeriCorps program, you play a crucial role in fostering a supportive and collaborative environment. Your eagerness to assist fellow AmeriCorps members, organize team activities, and aid the program manager in various tasks is paramount to the success of our program. With a positive attitude and a genuine willingness to lend a hand to all AmeriCorps, especially newcomers, you embody the spirit of service and teamwork that defines our organization. Your leadership is instrumental in creating a cohesive and empowering community where every member can thrive and contribute to our collective mission of making a difference in the lives of chronically absent middle school students.

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.
- Plan and carry out group activities, discussions, and check-in sessions with first-year AmeriCorps members.

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.