



Position Title: VOCAL AmeriCorps Youth Mentoring Program Coordinator

Reports to: Volunteer Services Manager

Principle Working Relationships: Volunteer Services Manager, Employment Services Manager, Employment Specialist

Office Location: DuPage (Carol Stream, IL) & Aurora, IL

Member Impact: The VOCAL AmeriCorps Youth Mentoring Program Coordinator will help develop and expand the base of community and faith-based volunteers serving as one-on-one mentors with youth aged 16-24 with the goal of empowering youth to improve their secondary education and/or vocational training to secure improved employment opportunities.

Member Tasks:

- Serve as a resource contact for Youth Mentoring program volunteers
- Assist in volunteer recruitment and training
- Assist with mentee recruitment and incorporation into the program
- Assist in equipping volunteers to assist clients in pursuing education and securing employment
- Provide ongoing support to volunteers during their term of service
- Coordinate 4 group events for mentors and mentees throughout the year
- Prepare and submit monthly program reports and other reports, as requested by World Relief and VOCAL staff
- Attend quarterly VOCAL AmeriCorps member meetings
- Participate in VOCAL Days of Services, as required or requested

Knowledge, Skills and Abilities:

- Two years of college minimum, preferred
- Fluency in a second language, preferred
- Flexibility and a strong sense of team spirit
- Computer and typing skills required
- Strong communication skills required
- Commitment to serving others
- Able to serve sensitively and effectively in a cross-cultural setting
- Experience in nonprofit, student programs, or community development a plus
- Previous volunteer experience required
- U.S. citizen, U.S. national or Permanent Resident required
- Valid driver's license and good driving record

Commitment Required:

- Commit to one year of service
- Meet the minimum 1700 service hours; approximately 40 hours/week
- Flexible to serve some non-business hours