

MY ABUNDANT HOPES, INC.

VOLUNTEER/JOB TITLE: YME/YLE COORDINATOR

COMMITMENT TIME: Minimum six-month commitment with one to two hours of weekly contact during school year w/ possibility of f/t employment if desired.

AREAS OF INVOLVEMENT: Commitment to developing supportive relationships and co-facilitating group mentoring sessions.

RESPONSIBILITIES:

- Serves as liaison between AHI YLE/YME group and Executive Director.
- Coordinates, plans, and facilitates a small mentoring group of 5-10 girls and boys weekly.
- Maintains order and structure of the YLE/YME programs.
- Attends ongoing mentor training and support sessions.
- Recognizes club members for program participation & achievements.
- Evaluates program & maintains records to track attendance & participation.
- Ensures care of meeting facility and makes recommendations for changes.
- Monitors supply needs & orders required supplies that are approved.

Qualifications:

- Must be 18 years old or older.
- Willing to undergo ongoing training provided by AHI.
- Must have access to computer, printer, e-mail or fax machine.
- Must be a self-starter with a sincere desire to help youth.
- Experience in leading and/or teaching youth is a plus.
- Ability to establish a relationship based on equal responsibility and respect.
- Practical problem-solving skills and ability to suggest options and alternatives.
- Strong listening skills and ability to communicate with teenagers openly without judgment.
- Must have excellent verbal & written communication, organization and inter-personal skills and Sensitivity to persons of different educational, economic, cultural or racial backgrounds.
- Must make a minimum six-month commitment to developing and maintaining a mentor relationship with a small group of youth.