



Youth F.I.R.S.T. Program Assistant

This position entails responsibility for the direct service and development of the Youth F.I.R.S.T. program of Communities In Schools Chatham County (CISCC.) All operations will be managed and implemented according to established best practices in the mentoring field, with emphasis on the requirements for the Youth F.I.R.S.T. Program. These include all operations related to the implementation, growth and development of the volunteer mentoring and lunch buddy programs.

Reports To: Youth F.I.R.S.T. Student Support Specialist and Program Director

Hours: Part Time - 25 hours/week

Rate of Pay: \$14.50/hr.

General Duties: Help sustain and grow the Youth F.I.R.S.T. program through community engagement, volunteer recruitment of mentors and lunch buddies, data management, and consistent communication with students, schools, and families.

Capacity Building (professional development, communications/marketing)

- Participate in and assist with the coordination of volunteer recruitment activities throughout the year to include speaking engagements and presentations.
- Create, develop and submit volunteer recruitment plan for upcoming year with assistance from program director: Calendar, timeline of planned activities, outreach, trainings and submission of printed and electronic materials, speaking engagements.
- Coordinate with CISCC staff to provide logistical support for planned group activities for lunch buddy and mentoring matches.

Sustainability (community partnerships, resource development, risk management)

- Solicit resources (tickets and coupons) for volunteers & youth enrichment
- Assist in the coordination of summer camp scholarship/placement for program youth and gathering of required application information with parents and families.
- Assist with coordination of back to school supply drives and resource development activities.

Impact (Best practice/evidence-based programming and services, data collection and evaluation)

- Understand and follow all guidelines as listed in the mentoring and volunteer Policies and Procedures.
- Assist in communication with parents and mentors of program youth engaged in the one-on-one mentor and lunch buddy programs.
 - ❖ Monitor lunch buddy matches by checking in once a week for the first six weeks and a minimum of every three-four weeks either through email, phone calls, and face to face visits and provide supervision throughout life of match.

- ❖ Assist in creation of needs assessment, student support plans, and goal setting for students enrolled in program. Review plan quarterly to track progress of metrics and goals and to adjust as needed.
- ❖ Maintain data utilizing CIS Data Management platform to include: case notes on each match that documents contacts with volunteer, parent/guardian/youth/ancillary contacts, description of activity/conversation/issue; all other required screening documents and dates
- ❖ Upkeep of all required files: Screening procedures, volunteer applications, tracking of volunteer hours and contacts with students, families, schools and volunteers
- Assist with the recruitment, training, and screening of prospective volunteers & provide activities that encourage lunch buddy retention. This may include volunteer appreciation, birthday card mailings, in-services for volunteers, mentor luncheons, etc.
 - ❖ Assist with group trainings and two in-services functions for mentors/lunch buddies per year.
 - ❖ Assist with the planning and coordination of field trip/enrichment activities.

Skills and Qualifications:

- Great communication skills: written and verbal
- College degree preferred
- Bilingual in Spanish preferred
- Reliable transportation
- Ability to work some nights and weekends
- Valid North Carolina driver's license and insurance preferred
- Strong technology skills using Microsoft Office Suite (Outlook, Word, Excel)
- Previous experience in case management preferred
- Ability to work across teams and with multiple stakeholders (supervisor, parents, teachers, principal, community volunteers)
- Passionate about and committed to kids
- Accountable and dependable
- Relationship builder and excellent communicator
- Self-motivated with drive to make a difference
- Pass required criminal and driving checks.

Interested candidates should submit **a resume and cover letter** detailing why the candidate is qualified for the position. Submissions should be made via email to **CISCC@cischatham.org** by **December 31, 2019**.

We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, sex, national origin, gender, gender identity, sexual orientation, disability, age, genetic information, or any other characteristic protected by law (referred to as "protected status"). This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment.