



Rogue Valley Mentoring Part-time Lead Mentor Position Description

Title: Lead Mentor

Employer: Rogue Valley Mentoring

Supervisor: Program Coordinator

Part-time: 15 - 20 hours / week **Pay Range:** \$18 - \$22 / hour, DOE

Join our dedicated, caring team in uplifting Jackson County youth, ages 9-plus!

Overarching Vision:

Lead Mentors primary role will be to serve as a facilitator of games, crafts, and social- emotional engagement activities in circles. Circles take place in middle schools, high schools, and across Jackson County. The candidate must be experienced in relating to youth, trauma-informed care, and interpersonal management skills. A mentor helps a youth thrive through role modeling, encouragement, advocacy, and problem solving. Mentors support youth to build strong relationships by having fun, and exploring sometimes difficult youth-led topics. Lead Mentors serve in a mentor role that includes fun, reflection, discernment, clear boundaries, support of sound decision making, and creativity. A study conducted by The Governor's Office of Children of young people found that after being mentored:

- 68% feel more confident in themselves;
- 74% think it is important to help others;
- 71% have higher expectations of themselves;
- 68% feel there are adults who care about them

Benefits: Canopy Employee Assistance Program; 20 days off annually for part-time employees during school closures, paid based on employee's average hours; accrued Oregon Sick Leave

Qualifications:

- Candidate must complete RVM's Mentor Training and Background Check processes
- Committed to a strength-based approach, both with youth and fellow team members
- Available for part-time work during school hours
- Demonstrates an ability to learn through experience, feedback, and supervision
- Demonstrates an ability to implement program outlines and follow-through
- Demonstrates leadership and critical thinking skills
- Demonstrates an understanding of active listening and youth-focused interaction
- Commitment and passion to support the mission and vision of the agency
- Exceptionally strong interpersonal communication and listening skills
- Demonstrates creativity, flexibility, and comfort in working with diverse populations/ages
- Experience working with youth ages 9 to 24 years old
- Ideal candidate will be bilingual (Spanish / English)

Core Responsibilities include:

- Serve as a Lead Mentor in our group mentoring model. This means:

Rogue Valley Mentoring RVMentoring.org 2931 S Pacific Hwy, Medford, OR 97501 541-708-6688

- They will work in schools, at our office, or at community partners' locations around Jackson County.
- They will work with a co-facilitator at all times, and never be alone with youth.
- They will co-facilitate circles - paying attention to group dynamics, themes, incident concerns, and reflective opportunities.
- They will follow a curriculum designed by RVM that includes both structured and loosely structured components. They will conduct pre-circle meetings, and post-circle debrief sessions
- The mentor may support youth to work on certain aspects of the young person's development, to explore topics relevant to the group, or to allow play and creativity, recognizing that play also builds trust.
- They will work collaboratively with their co-facilitators, team members, and other RVM staff.
- They will listen to understand the youth, and support self-understanding, self-advocacy, and improved self-esteem for young people.
- They will serve as an example/role model.
- They will hold clear boundaries with youth and comply with RVM policies and procedures at all times.
- Plan circle activities, including preparation for programs in collaboration with Program Staff
- Report directly to Program Coordinator
- Complete and/or ensure completion of all circle reporting, including submission to the appropriate places
- Facilitate youth surveys: distribution, collection, and submission of surveys for all youth within a circle
- Understand and participate in RVM's reporting protocols, policies, and procedures
- Recognize concerns and/or incidents, and report to Program Coordinator in a timely manner
- Demonstrates an understanding of the role of Lead Mentor
- Substitute for other mentors in circles & administrative duties for Programs, as needed
- Office cleaning, organization, and basic maintenance, with support of Lead Mentor Team
- Attend weekly Program Team Meetings, and Mentor Support Meetings once monthly
- Practices active listening with staff and youth
- Display honesty, respect, strength-based communication; ask for help when you need it

To Apply: Submit Resume and Cover Letter to jenna@rvmentoring.org.

Rogue Valley Mentoring is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment. Application by members of all underrepresented groups is encouraged. Hiring is contingent upon eligibility to work in the U.S.