



## Rogue Valley Mentoring Youth Mentor Position Description

**Title:** Youth Mentor

**Employer:** Rogue Valley Mentoring

**Supervisor:** Program Coordinator

**Part-time:** 15 - 20 hours / week    **Pay Range:** \$18 - \$21 / hour, DOE

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

### **Overarching Vision:**

Youth 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. Youth Mentors serve in a mentor role that includes fun, reflection, support of sound decision making, and creativity.

**Benefits:** Canopy Employee Assistance Program (EAP) offered to part-time employees; includes life coaching, free counseling sessions, financial coaching, and more. PTO offered to part-time employees on an accrual basis.

### **Qualifications:**

- Candidate must complete RVM's Mentor Training
- Committed to a strength-based approach, both with youth and fellow team members
- 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
- Experience working with youth ages 9 to 24 years old
- Comfortable working with adults of all ages and backgrounds

### **Core Responsibilities include:**

- Serve as circle mentor
- Plan circle activities, including preparation for programs in collaboration with Program Staff
- Facilitate pre-circle team meetings, and post-circle debrief sessions
- Co-facilitate circles paying attention to group dynamics, themes, incident concerns, and team feedback opportunities

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- 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
- Ability to recognize concerns and/or incidents, and report to Program Coordinator in a timely manner
- Demonstrates an understanding of the role of Mentor
- Substitute for other mentors in circles, as needed
- Administrative duties for Programs, as needed
- 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 [info@rvmentoring.org](mailto:info@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.*