

Torchlight Youth Mentoring Alliance is seeking a qualified candidate to assist in the coordination of after-school prevention programs in various school districts that adhere to the 40 developmental assets by providing youth with mentors in school base settings. Qualified candidate will work with various school personnel to implement after school mentoring program.

Responsibilities:

1. Plan and implement lesson plans for after-school programs based on 40 developmental assets including but not limited to; positive identity, higher self-esteem, reduced risk of substance abuse, positive values as caring and responsible individuals.
2. Coordinate logistics of program with school district.
3. Coordinate transportation of clients and volunteers.
4. Recruit, train and supervise mentoring volunteers to provide volunteers as supports in mentees lives.
5. Recruit program participants.
6. Conduct interviews with prospective volunteers.
7. Prepare and monitor Individual Client Plans for each client on caseload. Caseplans are individualized and measure outcomes based on prevention.
8. Assist students with learning activities and engage students with homework.
9. Conduct teacher assessments on clients in programs that include risk assessment evaluation. Contact teachers to determine special needs.
10. Participate in planning meetings with other after-school program staff.
11. Handle inquiries and make follow-up phone calls.
12. Coordinate and facilitate the matching process between the volunteer and the client.
13. Participate in In-Service, Orientation and Training Sessions, and any other client related activities.
14. Maintain appropriate records.
15. Maintain complete confidentiality of all volunteers and clients.
16. Carry out other functions, relevant to program operation, as requested by the Director of Programs.
17. Operate within the guidelines imposed by the standard operating procedures of the agency.
18. Submit monthly statistical report on the status of the program to the Director of Programs or to the Director of Operations.
19. Maintain database entry for Torchlight Youth Mentoring Alliance.

Requirements:

1. Background in social work, teaching or related field.
2. Must either be a Licensed Social Worker, a Certified Prevention Specialist or in the process of obtaining either.
3. Ability to work with youth in a school setting.
4. Willing to participate in the program during the normal operating hours.
5. Ability to speak in front of groups.
6. Willing to submit to a criminal and motor vehicle background check.
7. Must have dependable transportation, a current Ohio driver's license, and meet the minimum required limit of liability insurance as established by the State of Ohio.
8. Ability to work evenings and weekends is essential to hiring.

Job Type: Part-time

Pay: From \$18.00 per hour

COVID-19 considerations: We are following local health department guidelines.