



**Position Title:** VOCAL AmeriCorps Young Adult Mentor Volunteer Coordinator

**Reports to:** Volunteer Mobilization Manager

**Principle Working Relationships:** Volunteer Mobilization Manager, Employment Specialist

**Office Location:** DuPage (Carol Stream, IL) & Aurora, IL

**Member Impact:** The VOCAL AmeriCorps Youth Mentoring Program Coordinator will help develop and expand the base of community and faith-based volunteers serving as one-on-one mentors with out-of-school (or soon to be) youth aged 16-24 with the goal of empowering youth to improve their secondary education and/or vocational training to secure improved employment opportunities. This Volunteer Coordinator will train, match, and support volunteer mentors throughout their involvement.

**Member Tasks:**

- Serve as a resource contact for Youth Mentoring program volunteers
- Assist in volunteer recruitment and training
- Train, match, and provide ongoing support to volunteers paired with refugee and immigrant young adults
- Assist in mentee recruitment and explanation of program to potential mentees
- Assist in equipping volunteers to assist clients in pursuing education and securing employment
- Monitor progress of match relationships and work with mentors to identify possible educational and vocational opportunities for those in the Young Adult Mentoring program
- Coordinate group events for mentors and mentees throughout the year
- Update database monthly to reflect volunteer engagement with youth in the program, log volunteer hours, etc.
- Prepare and submit monthly program reports and other reports, as requested by World Relief and VOCAL staff
- Collaborate closely with the Church and Volunteer Engagement team and Employment team to maximize volunteer impact and continue to enhance the youth mentoring program
- Assist with other volunteer engagement duties as needed
- Attend all VOCAL AmeriCorps member meetings, as required
- Participate in VOCAL Days of Services, as required or requested

**Knowledge, Skills and Abilities:**

- Flexibility and a strong sense of team spirit
- Computer and typing skills required
- Strong communication skills required
- Commitment to serving others
- Able to serve sensitively and effectively in a cross-cultural setting
- Experience in nonprofit, student programs, or community development a plus
- Previous volunteer experience strongly preferred
- U.S. citizen, U.S. national or Permanent Resident required
- Valid driver's license and good driving record
- Two years of college minimum required
- Fluency in a second language, preferred

**Commitment Required:**

- Commit to one year of service, from September 1, 2021 – August 31, 2022
- Meet the minimum 1700 service hours; approximately 40 hours/week
- Flexible to serve some non-business hours (evenings, weekends) on occasion