



POSITION DESCRIPTION

Position Title: **Young Adult Mentoring Program Coordinator**
(An AmeriCorps Literacy Volunteers of Illinois VOCAL member)
Reports To: Director of Immigrant Family Services
Status: 40 hours per week for 1,700 hours from September 1, 2020 – August 2021
Some evening and weekend hours required

Organization Overview:

World Relief, in partnership with the local church, envisions the most vulnerable people transformed economically, socially, and spiritually. World Relief Chicago assists with the resettlement of refugees by providing cultural adjustment and employment services, mental health counseling, English Language Training, legal services, and programs for children and youth. Since its establishment in 1980, World Relief Chicago has assisted in the resettlement of over 15,000 refugees. World Relief Chicago is located at 3507 W. Lawrence in Chicago's Albany Park Neighborhood.

Position Summary:

This position will recruit, identify, train, and match volunteers and in-home tutors with refugee and immigrant youth and young adults as part of World Relief Chicago's Youth Mentoring and Youth Impact programs. The Volunteer Coordinator will oversee the volunteer matches by providing support and monitoring progress towards previously identified goals. This position will also assist in parental engagement.

All applicants will need to apply to AmeriCorps to become a member AFTER they have interviewed and been offered this position by World Relief Chicago. The VOCAL AmeriCorps website is www.lvillinois.org. AmeriCorps provides a stipend per year of approximately \$14,279, deferment of most college loans, monthly training, and an education award of \$6,195 which can be used for past, current or future tuition and related costs. Some members may also qualify for free medical benefits and a food allowance. Additionally, World Relief Chicago provides a monthly \$100 transportation stipend to the member for the entire year as well as a \$150 per month housing stipend.

Responsibilities and Duties:

- Recruit, identify, train, and match volunteers and in-home tutors with refugee and immigrant youth and young adults.
- Oversee volunteer matches and provide support and provide ongoing support to volunteers during their term of service.
- Monitor progress of match relationships and work with mentors to identify possible educational and vocational opportunities for those in the Young Adult Mentoring Program.
- Regularly contacting mentors to monitor progress towards goals.
- Coordinate 4 group events for mentors and mentees throughout the year
- Coordinate recruiting and onboarding of interns for the department.
- Work collaboratively with Employment and Youth Program staff to best serve clients.
- Prepare and submit monthly program reports and other reports, as requested by World Relief



and VOCAL staff.

- Attend quarterly VOCAL AmeriCorps member meetings and participate in VOCAL Days of Service.
- Attend department and office-wide meetings.
- Other responsibilities as assigned.

Knowledge, Skills and Abilities:

- Excellent communication skills with people of varying English levels
- Excellent interpersonal and relational skills
- Demonstrated ability to work sensitively and effectively in a cross-cultural setting
- Self-motivated and able to handle a variety of projects simultaneously;
- Detail-oriented, organized, and able to follow through on projects and assignments
- Demonstrated ability to multi-task, problem solve, and exercise critical thinking skills
- Demonstrated ability to remain flexible and work in a fast-paced environment
- Strong mediation and problem-solving skills
- Proficient in Microsoft Office applications
- Ability to work well under pressure and in cross-departmental teams

Requirements:

- Respect World Relief's Mission, Vision and Values
- Able to work a flexible schedule including nights and occasional weekends
- Valid Driver's License and good driving record is essential
- Commitment to meeting all of the requirements of the AmeriCorps VOCAL program
- Ability to commit to the full term of service as stated above

Application Process

World Relief Chicago is now accepting applications for this position. To apply, please submit a resume and cover letter to Peter Zigterman, Director of Immigrant Family Services, at pzigterman@wr.org. Please include the following in the subject line: "**Application for Young Adult Mentoring Program Coordinator.**" *No phone calls please.*