



**Position:** Positive Youth Mentor (PYM)

**Period:** Summer Part-time  
(detailed schedule below)

**Hourly Rate:** \$17 to \$21

**Summary:** The Positive Youth Mentor (PYM) helps design and implement a program for youth entering high school. Services provided by the mentor include career exploration, high school preparation, pre-vocational skills training, and project learning work experience. Pre-vocational skills are those specific skills necessary for project learning and definition, job seeking, on-the-job behavior, and abilities, as well as life-related activities which support the youth in a successful transition to high school. Pre-vocational training provides career information and employability skills development (e.g., social, time management and self-advocacy skills) which allow the youth to be successful at school, working on projects, and volunteering. Pre-vocational training also introduces skills directly related to the job search; application and interview process (e.g., resume writing, completing an employment application, interviewing techniques, dressing for success). Project learning work experience involves identifying activities in the community and appropriately assigning youth into groups. The emphasis in this program is on providing opportunities for the youth to develop skills in a real-life integrated employment setting, leadership development, and career guidance.

The PYM will work with others as assigned to coordinate activities such as employer awareness events, community exploration, or college tours/events. The PYM also provides workshop training, intake, and orientation to the Center's youths, as well as direct program service, assistance with referrals, and monitoring youth progress in identified programs. The PYM reports to the Programs Director or designee, and in the absence of the Director, the PYM will report directly to the Executive Director or the designee.

#### **Duties & Responsibilities:**

- As part of a team, plan, develop, and implement activities for the scheduled training program
- Assist in establishing written "contracts" detailing the roles of the Center, the youth, and the site supervisor.
- Maintain an organized system of recording and tracking persons referred and results. Records will include attendance, assessments, and comments on youth participation.
- Help to design and implement activities and strategies to maintain youth persistence/retention.
- Perform work in conjunction with institutions and other community service providers to meet the youths' goals and to help ensure a timely and effective transition of youth from the summer program to high school.
- Work cooperatively with the Center's staff to address current issues, and youth needs to identify in and to prepare for school.
- As part of a team, plan and implement workforce preparation workshops, job clubs, and as needed individual training sessions for youths.
- Collect and maintain deadline-sensitive data, review data quality, and produce reports as required to evaluate activities.
- Meet regularly with the Program Coordinator or designee to report on the status of operational goals.
- Perform other duties as required to ensure quality services for youths of the Center.
- *Must be available from July 1<sup>st</sup> through August 9<sup>th</sup> to work 18 to 20 hours per week for 5-6 weeks, primarily afternoons Monday to Thursday and all day on Fridays (8 a.m. to 2 p.m.). Week of July 1 will be for staff development (20 hours).*

#### **Qualifications:**

- ✓ Experience in workforce training with responsibilities specific to community building, workforce development, and community resident services.
- ✓ Preferred familiarity with the conditions faced by residents and employers of Frog Hollow, Barry Square, and surrounding neighborhoods
- ✓ Excellent organizational and interpersonal communication skills; ability to develop and maintain effective relationships with youths, staff, and other agency providers.
- ✓ Good presentation skills, excellent record-keeping abilities, and strong problem-solving skills.
- ✓ Knowledge of PC software, including Word, Excel, and Outlook.
- ✓ Multicultural experience, including working with limited English speaking youths.
- ✓ Bi-lingual and bi-cultural skills are preferred but not required.

How to apply:

**Email resume and cover letter to [careers@ctprf.org](mailto:careers@ctprf.org)**

**Subject Line: Positive Youth Mentor**

**No Phone Calls**