



Girls Incorporated of Lynn

JOB TITLE: Ambassador of Mentoring Specialist

DEPARTMENT: Middle School Program

REPORTS TO: Supervisor of Middle School Programs

SUPERVISES: Volunteer Mentors

OVERVIEW:

Girls Incorporated of Lynn is a nonprofit organization dedicated to inspiring all girls to be **Strong, Smart, and Bold**. For more than seventy-five years, Girls Incorporated of Lynn has responded to the changing needs of girls and their families by providing essential resources and challenging programs to disadvantaged, low-income girls. Since its founding in 1942, Girls Inc. of Lynn has been widely recognized and respected for the powerful and positive impact it has had on generations of girls and women. Our programs are delivered in a safe and supportive girl-focused environment where all girls can be themselves and are empowered to achieve their personal best.

The Ambassador of Mentoring Specialist will oversee the ***Bold Futures*** middle school group mentoring program for girls in grades six through eight. The mentoring program is a component of the larger after-school program, Odyssey. The purpose of the middle school group mentoring program is to improve girls' attitude towards school, to increase girls' social and emotional competencies and to provide the mentees with support from positive role models. Responsibilities will include mentor and mentee recruitment, orientation and training, provide daily match support as well as improving current match support systems, acquiring and maintaining program supplies, planning and carrying out mentoring events, delivering structured enrichment programming as requested, and assisting in the daily implementation of the Odyssey after-school program.

STATUS: Part-time, nonexempt This is a grant funded position which ends June 30, 2022

SCHEDULE: 20 hours a week, Monday – Thursday, 1:30-6:30 PM

PAY RATE: \$18.00 per hour

RESPONSIBILITIES:

- Recruit, orient, and train adult volunteers to serve as mentors;
- Recruit, orient and support middle school girl participants;
- Create annual calendar for the program;
- Organize mentoring groups;
- Provide support to mentors;
- Supervise daily mentoring sessions;
- Plan and carry out special events and field trips;
- Evaluate mentoring program;
- Purchase and organize program supplies;
- Keep the Supervisor of Middle School Program informed about all activities, trends or concerns;
- Document and track attendance for mentees and mentors;

- Complete all reports as requested;

QUALIFICATIONS:

- Bachelor's degree from an accredited university, however undergraduate students majoring in a related field, (education, counseling, social work, psychology) will be considered;
- Experience working with youth in a multicultural, urban setting;
- Experience with behavior management using an emphatic and solution seeking approach;
- Able to create a safe, welcoming, inclusive, supportive and creative environment for youth, staff and volunteers;
- Ability to work independently and take initiative;
- Excellent organizational and communication skills;
- Comfortable working with adult volunteers;
- Motivation and aptitude for networking and outreach;
- Ability to plan, execute and document site-based group activities and off-site field trips;
- Experience with and/or commitment to youth development;
- Strong problem-solving skills;
- Strong computer skills, and experience using social media;
- Strong written and oral communication skills;
- Flexibility, patience, and a good sense of humor!

COVID-19 CONSIDERATIONS:

- All employees, interns, vendors, girls, and guests are required when in the building to wear a face mask, social distance, and practice good hand hygiene.
- Sanitizing, disinfecting, and cleaning procedure in place.

Girls Incorporated of Lynn is an Equal Opportunity Employer. Females, BIPOC, minorities, veterans, and persons with disabilities are strongly encouraged to apply. Hiring is contingent on a satisfactory background check including a CORI.

To apply:

Email cover letter and resume to Melody Mancinelli, Supervisor of Middle School Programs at mmancinelli@girlsinclynn.org