



PRINCETON FAMILY YMCA JOB DESCRIPTION

Job Title: **A.C.E. Program Mentor**

Primary Function/Department: **Youth Development**

Reports to: **A.C.E. Project Director and other Team Members**

Job Grade: **Program Volunteer**

POSITION SUMMARY:

Under the direction of the A.C.E. Project Director, the A.C.E. Program Mentor will be a member of a team of volunteers who will work together to form a dynamic, interconnected support group for a Princeton Public School student who is most at risk of missing critical school days and opportunities to succeed throughout their lives. Each volunteer mentor will strive to improve student attendance and encourage positive engagement and connectedness to the larger community.

This position supports the work of the Y, a cause-driven charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The A.C.E. (Accept, Compete, Excel) volunteer will foster a culture that is welcoming, genuine, hopeful, nurturing and determined and will assist in helping students achieve their full potential. The A.C.E. program is inspired by the Baltimore-based organization Thread which believes we all need deep interpersonal bonds to thrive.

OUR MISSION AND CULTURE:

Our mission is to enrich the spirit, mind and body and improve the quality of life for all. Our values are caring, honesty, respect and responsibility. It is our mission and values that create our culture, which is:

- **Welcoming** and open to all;
- **Genuine** in valuing and embracing each individual;
- **Hopeful** in believing in the worth of every person;
- **Nurturing** in supporting everyone's efforts to achieve the fullest potential;
- **Determined** in our relentless quest to improve the quality of life for the people in our community.

ESSENTIAL FUNCTIONS:

Relational

- Be a positive role model by developing a one on one relationship with the student that is non-judgmental, encouraging, consistent and supportive.
- Cultivate student's commitment and goal-setting and support retention.
- Foster an open and positive relationship with student's family and introduce them to community resources.
- Develop and maintain positive relationships with volunteers, students and colleagues at all levels of the organization.
- Communicate regularly with team members, volunteer coordinators and team leaders.

Programmatic

- Assist in linking student to resources based on their identified needs, support their participation and promote their successful engagement.
- Develop learning and enrichments plan consistent with the student’s needs, interests, aspirations and goals.
- Coordinate and deliver afterschool and/or out of school activities as needed.
- Be accessible to student before and after sessions to answer questions and provide follow-up and support.
- Participate in A.C.E. Group Gatherings.

Data/Record-keeping/Evaluation:

- Prepare various reports containing descriptive, analytical and evaluative content that may be submitted to funders for potential publication.
- Monitor and record student’s attendance and academic performance through PowerSchool and assist with other outcome measurements identified by Project Director.
- Assist with maintaining assessment results, progress, feedback, and school performance, ensuring confidentiality of all records.

Policies and Training:

- Comply with all YMCA policies and procedures and state law where appropriate.
- Attend all trainings as required.
- Fulfill the time and contract requirements of the A.C.E. program. (1-year minimum)

QUALIFICATIONS:

- High School degree or higher, experience working with youth preferred.
- Must possess strong communication, organization and relationship building skills.
- Cultural competency and understanding of behavioral change are preferred.
- Ability to build a sense of community within a group.
- Must demonstrate flexibility and empathy when working with people from different backgrounds and walks of life.
- Must be comfortable with data collection and possess adequate computer skills.
- Good listening and motivational skills are required.
- Understand the role of volunteerism in the YMCA.
- Bilingual preferred; (English/Spanish) (English/Creole)
- Willingness to complete all screenings and trainings required for the position.

AGREEMENT

I have read the job description and the principle activities it outlines.

Volunteer

Date

A.C.E. Project Director

Date

A.C.E. ACCEPT. COMPETE. EXCEL.