



POSITION DESCRIPTION: Mentoring Intern

The Choice Program at UMBC provides mentoring and advocacy services to young people--primarily Black and Latinx-- throughout central Maryland. We utilize a community-based, family-centered approach in order to promote quality outcomes for young people and families. We engage in a collaborative process of service: where young people set goals for themselves and are held accountable by supportive adults along the way. Our approach to youth development is grounded in applied critical race theory and culturally responsive, trauma-informed, restorative practices. We strive to be an anti-racist organization grounded in several core values: holistic development, the belief in humans, dismantling hierarchies, and youth-centeredness.

OVERVIEW

The Choice Program is excited to offer this 3-6 month contractual position as a pathway to service or career in human services. The mentor provides team-based services to meet the needs of youth/families in The Choice Program. Mentors will provide virtual (phone calls and web based platforms) and in - person mentoring to youth throughout central Maryland. The mentor is directly accountable to and supervised by the Service Coordinator. Mentors will work in partnership with AmeriCorps members to ensure quality services are provided to program participants. The Choice mentor maintains a flexible schedule not to exceed 25-hours a week unless approved by a supervisor.

KEY RESPONSIBILITIES

- Serves as a positive role model for program youth
- Participates in team approach, sharing responsibility for youth services
- 50% virtual mentoring services for young people in central Maryland.
- Must be willing to provide in person services to the community
- Supports one or more teams; sharing responsibility for youth services.
- Provides periodic assessments of youth and family situations via weekly rundowns
- Develops and maintains collaborative relationships with parent/guardian
- Makes recommendations for community resources and needs to service coordinators and AmeriCorps members
- Participates in youth welcome meetings and assessment interviews.
- With supervisor and team, develops a goals centered service plan.
- Documents all interactions with youth and family members and writes periodic reports
- Supports food service social enterprises as needed
- Notifies supervisory staff immediately in the event of a youth crisis, suspected illegal activity or any other youth, AmeriCorps member, staff or program incident

- Adheres to program personnel and procedure manuals and to Choice confidentiality policies
- Maintains program equipment (i.e. cell phones, computers, etc.)
- Evening and weekend work required

QUALIFICATIONS:

High School Diploma required. Associates Degree or 2 years of college/25 credits preferred

Leadership experience

History of community service

Experience working with Microsoft Office, Zoom, Webex and Google Meet

Mentoring experience

Driver's license and access to an insured vehicle required (*Mileage will be reimbursed when using your own vehicle*)

Commitment to fulfill contract

Ability to work independently and as a team member

Possesses good oral and written communication skills

Ability to project a positive attitude and use a strength based approach.

Must have access to computer and internet

COMPENSATION:

\$17/HOUR

10 -25 Hours per week.

Spring/Summer Sessions, with potential for Fall internship as well.

Availability required:

Must have afternoon, evenings and weekend availability

1-2 weekdays with some availability between 11:30-10

1 weekend per month with some availability between (Friday-Sun) 12-8:30

APPLICATION:

To apply please submit the following materials to ChoiceServes@umbc.edu:

1. A completed application (please [follow this link](#), make a copy of the application, and retitle with your name)
2. An updated resume

After materials are received, a single interview will be scheduled before a determination is made.