

**Position Title:** Mentor Program Intern

**Reports to:** Mentor Program Match Manager

**Status:** Internship

**Length of Internship:** 1-Year Commitment (3 days per week; 15-24 hours per week)

**Brief Description of the Mentor Program:**

The Mentor Program aims to inspire new attitudes, behaviors, and ambitions in juvenile justice involved youth by creating and facilitating lasting connections with trained, caring, and committed mentors.

**Program Components:**

The Mentor Program follows the six evidence based practice principles for mentoring and asks the mentor to meet with mentees 2-3 hours per week. Along with this, the Mentor Program engages a four phase case management model.

Recruitment

- Recruit youth from Santa Clara County Juvenile Court
- Recruit mentors from Santa Clara County community

Screening

- Mentor background check, paper screening and three face to face to face interviews
- Baseline Assessment and guardian orientation with youth

Training

- New Mentor Training, Female Mentor Training, & CAFA Training

Matching

- Match Strategy & Match Party

Monitoring & Support

- Dosage & Phase Transition
- Monthly Events, Quarterly Trainings, & Service Planning

**Mentor Program Intern – Position Summary**

This position will provide administrative and outreach support for both youth and volunteer processes and will be supervised by the Mentor Program Match Manager. A Mentor Program Intern would assist the Mentor Program in all administrative duties as needed, and help us maintain and deliver quality services to our community while taking on new challenges such as assisting our Lead Case Manager with the CAFA (Court Appointed Friend and Advocate) Program. The ideal candidate will be dynamic, high-energy, and organized, and must possess strong written and verbal communication skills. S/he must consistently exhibit a high level of professionalism with all FLY staff, clients, stakeholders and visitors. The Mentor Program Intern will uphold FLY's core values and be internally motivated by FLY's mission.

**Primary Responsibilities\*:**

- **Provide Organizational and Administrative Support to the Mentor Program**
  - Create packets and case files for the Mentor Program
  - Organize and prepare mailings for the Mentor Program
  - Manage storage to ensure its maintained organization
  - Enter data into the Efforts to Outcomes (ETO) database as necessary
  - Assist the Match Manager in any additional paperwork and administrative needs in support of case managers and mentor/youth match facilitation.



- **Inventory and Stocking Office Supplies**
  - Coordinate with the Match Manager to inventory program supply needs on a weekly basis and put away/organize/replenish office supplies on a monthly basis. This includes: general supplies, program-specific supplies, events supplies and postage.
- **Maintain Overall Office Appearance and Cleanliness**
  - Keep the Mentor Program area looking clean, presentable and professional at all times
  - Organize and clean the storage room
- **Youth Events and Activities Support**
  - Support Match Manager in preparation for Mentor Trainings
  - Providing rides for youth for fieldtrips and activities as needed
  - Support Match Manager in organizing and executing youth field trips
  - Assist in the creation of photo memories after youth events and fieldtrips

*\*May include other duties as needed and assigned*

#### **Organizational Duties:**

- **Uplift FLY Morale**
  - Maintain a fun, positive and hardworking ethic while interfacing any FLY staff, volunteers, stakeholders and/or clients
- **Acknowledge and Support FLY's Culture**
  - Adhere to all FLY policies and procedures
  - Maintain personal balance and be receptive to perceptions of imbalance; voice concern if assistance is needed
  - Seek out and participate in personal and professional development opportunities
  - Adhere to, uphold, and incorporate FLY's values into all relations with youth, staff, and community stakeholders/volunteers:
    - Caring
    - Change Agents
    - Diversity/Creativity
    - Respect
    - Commitment (Non-Judgmental & Unconditional Love)
    - Responsibility/Accountability
    - Professionalism

#### **Qualification and Competency Requirements**

*Positional Competencies – required for our Mentor Program Intern*

- *Must be 21 years old and have reliable transportation and drivers insurance*
- *Ideally lives in or near Santa Clara County*
- *Strong Written and Verbal Communication; general administrative skills*
- *Relationship-building & People skills*
- *Computer Proficiency*
- *Self-motivating*
- *Skilled in Project Implementation, Organizing & Stewardship of Resources*

***The Mentor Program Intern is an unpaid internship with professional development and youth program involvement opportunities. Interested applicants please submit a Cover Letter expressing your interest and***



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