



VOLUNTEER OPPORTUNITY

Position: Youth Services Mentor

Unit: Youth Services

Positions Available: 5

Reports To: GRYD Case Manager/ Family Advocate

Compensation: Unpaid

Posting Date: 05/07/2010

Summary of Duties:

Under the direction of the GRYD Case Manager/Family Advocate, the Youth Services Mentors will be responsible to conduct life skills workshop trainings and meet with a small group of youth to discuss day-to-day challenges at home and/or school, with friends, and in relationships.

Minimum Requirements / Qualifications:

- A High School diploma or equivalent;
- Some college work;
- Knowledge and/or instructional (classroom) experience in working with children K-12th, and families from various socio-economic and cultural backgrounds;
- Ability to organize and prepare documentation in a timely manner;
- Strong commitment to working with a multicultural community
- Strong organizational, written and communication skills;
- Ability to work collaboratively with others and a willingness to participate fully in the team process;
- Self-directing and the ability to work independently as required;
- Pass a Live Scan fingerprinting clearance and provide negative results from a TB test; and
- Physical requirements:
 - Seeing to inspect documents; hearing a child calling for help; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and ability to lift up to 15 lbs.

Desired Qualifications:

- A Bachelor's degree in Education or other-related field from an accredited College or University;
- Knowledge and/or instructional experience in the operation of after-school program(s) and/or academic program(s)
- Bilingual capacity (Spanish/English and/or Korean/English);
- Demonstrable working knowledge of the use and operation of personal computers; and
- Certification in CPR and First-Aid training.

Schedule: At least 2 hours weekly, Monday – Thursday, 3:30 pm – 5:30 pm

To apply, please send required documents to:

Koreatown Youth & Community Center, Attn: Volunteer

3727 W. 6th St., Ste. 300

Los Angeles, CA 90020

FAX: (213) 927-0017

E-mail: volunteer@kyccla.org

Required Documents:

- Volunteer Intake Sheet (found on www.kyccla.org)
- Resume