



GOODWILL INDUSTRIES OF SOUTHERN ARIZONA

Youth Programs Specialist

900 Hour Position (part-time)

Service Location: Tucson, AZ

Service Dates: September 1, 2016 - August 31, 2017

CONTACT: 520-230-2155 or americorps@arizonaserve.org

I. ORGANIZATIONAL PURPOSE AND BACKGROUND

Goodwill's mission/vision statement is: Goodwill Industries of Southern AZ provides training, services, and jobs for people with barriers to employment. Goodwill is dedicated to the idea of strengthening our families and community through the **Power of Work!**

Goodwill is seeking a part-time AmeriCorps State member who will work with youth ages 14-24 in the GF3 GoodFutures Program serving youth who have been involved in the juvenile justice system. The program will serve youth through a partnership between Goodwill, Tucson Youth Development and Pima Prevention Partnership. Services will include case management services, education interventions, assistance with enrollment in school or GED equivalency program, support to retain school placements (attendance and grades), mentoring, and service learning projects to gain needed work-readiness skills.

II. PROJECT FOCUS AREAS AND ACTIVITIES

- A. Service Learning:** Provide direct and indirect services to youth by:
- Participating in ongoing service-learning projects in the community – support youth development during projects and provide coaching
 - Assisting the Mentoring and Service Coordinator (GW) with scheduling and logistics/planning service-learning projects with various community partners
 - Completing data entry and data analysis of youth reflection information and impact on the community (# of volunteers engaged, outcomes, etc.)
- B. Case management/ “Wrap-around” services”/ Mentoring services:** Provide direct and indirect services to youth by:
- Conducting monthly check-ins with youth who are in mentoring services and volunteer Mentors; ensure matches are strong and healthy and help trouble-shoot; document all outreach and support using case notes (database)

- Completing 1:1 coaching sessions with youth training participants; assist youth with referrals to services as needed (with supervision provided directly by professional Goodwill staff)
- Completing data entry and data analysis of mentoring services provided and case notes/referrals discussed; identify trends for service delivery and report to Goodwill staff

C. Tutoring/Academic Support & Intervention: Provide direct and indirect services to youth by:

- Making referrals for youth who need additional assistance in academic support, literacy, and/or numeracy (referrals will be made internally from GF3 program to academic services department of Goodwill)
- Supporting on-site tutoring services for youth as needed (direct tutoring, assist with study packets, lead small group activity/instruction if skills are present to do so)

D. Pre-placement Coaching and Support: Provide direct and indirect services to youth by:

- Helping to research certifications, training opportunities, and industry recognized credential training options to assist youth with post-secondary placement options
- Conducting 1:1, small group or whole group discussions with youth in GF3 training program and assist them with decision making, applications, and financial aid applications related to post-secondary placement/training options

III. Requirements and Benefits

A. **Education, Skills and Abilities**

Minimum qualifications:

- Minimum of 21 years old, no upper age limit, older applicants are encouraged to apply
- Some College or relevant experience
- Must be able to effectively communicate with all ages, races, culture, background, and beliefs
- Strong time management and organizational skills
- Self-starting and able to work independently, as well as ask team members for assistance as needed
- Ability to multi-task and coordinate projects
- Ability to create and maintain energetic and positive interactions with staff, clients, volunteers, and the community
- Ability to be flexible and work well in a variety of situations
- Proficient with Microsoft Office software (e.g., Word, Excel, PowerPoint, etc.) or willing to learn

Preferred qualifications:

- Prior experience working with at-risk youth
- Prior experience with mentoring and/or academic tutoring of youth ages 14-24
- Prior experience with coordinating projects or small group work
- Curriculum development experience
- Volunteer management experience
- Bilingual in Spanish or French would be helpful
- Support of the Goodwill mission and professionalism

B. **AmeriCorps State Member Benefits** (Part-time)

- Living Allowance - \$6,265 for year of service
- \$2,865.00 education award upon completion of service
- Student loan deferment and reimbursement of accrued interest on eligible student loans
- Certificate in Civic Leadership and Service through Prescott College
- Team support and coaching

Arizona Serve is committed to diversity in the workplace. Females, minorities, protected veterans, and individuals with disabilities are encouraged to apply.

Prescott College is a proud participant in the Employers of National Service initiative. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

To apply for this position, please download the AmeriCorps State application: [HERE](#)

This application is a fillable PDF file. Save and submit your completed application electronically to: americorps@arizonaserve.org