

## DETAILED JOB DESCRIPTION

### Discovery Mentor

**ORGANIZATION:** Northwest Youth & Family Services

**CATEGORY:** Youth Development

**ORGANIZATION SUMMARY:**

NYFS is a non-profit social service agency working for the northern suburbs since 1976. Each year over 4,000 individuals and families are helped by our programs. Our services include employment programs for at-risk youth, mental health counseling for all ages, senior chore services, community social workers, juvenile delinquency intervention, summer camp and a day treatment program for youth.

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**SUPERVISOR:** Louis Carter

**LOCATION:** Twin Cities Metro

**HOURS PER WEEK:** 4-6 **DEADLINE:** Open Until Filled

**PRIMARY DUTIES AND RESPONSIBILITIES:**

This position involves work in the following areas:

- Assist the Discovery Coach, staff person
- Co-lead trainings, groups, seminars
- Assume primary role in mentor relationships with teens
- Attend staffings, conferences and goal-setting meetings

**EXPERIENCE AND QUALIFICATION REQUIREMENTS:**

The ideal candidate would be outgoing, self-motivated and able to work independently with diverse groups of people, including other volunteers. Excellent interpersonal, written and phone skills are preferred. The candidate should have 2 years of experience working directly with youth. Will be currently pursuing or have already achieved a Bachelors or Masters degree. Degrees in the fields of Youth Development, Social Work, Psychology, or Education are preferred, but are not necessary. College credit may be available depending on the requirements of your college or university.

**HOW TO APPLY:**

Interested applicants should send a cover letter and resume via email or mail to Northwest Youth & Family Services

Attn: Louis Carter

3490 Lexington Ave. North

Shoreview, MN 55126

[louis@nyfs.org](mailto:louis@nyfs.org)

For more information, call Louis Carter at 651-379-3413.