

## DETAILED JOB DESCRIPTION

### S.T.E.P. Program 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:** Tim Gusk

**LOCATION:** Twin Cities Metro

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

**PRIMARY DUTIES AND RESPONSIBILITIES:**

This position involves work in the following areas:

- Guide students as they discover community needs, take action through service work and learn through reflection and evaluation
- Act in a professional and caring manner to build healthy relationships with youth.
- Report directly to STEP Coordinator and communicate periodically with NYFS Community Services staff.
- Assist staff as they identify leadership and youth development opportunities

**EXPERIENCE AND QUALIFICATION REQUIREMENTS:**

The ideal candidate would be creative, resourceful, flexible and able to work with diverse groups of people, including other volunteers. Excellent interpersonal skills are required and a willingness to work in partnership with youth ages 12 to 15. The candidate should have 2 years of experience working directly with youth. Willing to commit to one Saturday service project (per month...summer and school-year commitments range from 2-7 months).

**HOW TO APPLY:**

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

Attn: Tim Gusk

3490 Lexington Ave. North

Shoreview, MN 55126

tim@nyfs.org

For more information, call Tim Gusk at 651-379-3406