



Title: Mentor Programs, Intern

FLSA Status:

Department/Program: Programs

Job Family: Volunteer

General Summary:

There's something truly special about volunteering with Mentors, Inc. As a volunteer, you not only have the opportunity to make a difference in the DC community, but also join a family of dedicated individuals who are committed to developing long-lasting professional relationships.

Founded in 1987 by a parent and a principal, Mentors, Inc. is the only citywide, one-on-one mentoring program for D.C. high-school students. The Catalogue for Philanthropy has named us one of the "Best Small Charities" for three years in a row. For more than 22 years, Mentors, Inc., has paired at-risk students in D.C.'s public and charter high schools with caring, professional adults who support their efforts to graduate from high school, attend college, and prepare for life as successful adults who contribute to their communities.

This is an exciting time for Mentors, Inc. as we seek volunteers who are enthusiastic about our mission and want to contribute professional skills to our organization. If you're passionate about supporting youth development through mentoring and contributing your skills to a small-dynamic team, apply for our internship program!

To Apply:

Please send an application, cover letter, resume, writing sample and two letters of recommendation to fkaldun@mentorsinc.org. Put Mentor Programs, Intern in the subject line. All application items must be submitted as a complete package for consideration. All volunteer applicants must complete a criminal background check prior to the date of employment.

Reports to: Program Manager

Job duties:

The mentor programs, intern supports mentor program strategies for the organization, which may include leading trainings, conducting mentor recruitment research, and providing assistance with mentor workshops. The intern believes in the Mentors, Inc. mission, is a high-energy team player, and is has superb relationship building, management, and stewardship talents.

Responsibilities:

- Follow up with prospective mentor volunteers on their status in the intake process
- Assist with the intake process, specifically scheduling interviews, training, and collecting as well as ensuring accuracy of applications, criminal background checks, references, and licenses
- Participate in training on MentorCore database
- Organize paper files to reflect congruency with electronic counterparts
- Serve as training lead for mentor trainings and provide written report of training session to supervisor if independently led
- Conduct research to identify prospective partner organizations for mentor recruitment
- Call organizations as appropriate to gather more information and outreach to gain new partnerships
- Lead mentor recruitment sessions as needed
- Share the benefits and experience of mentoring to diverse audiences

Other Duties and Responsibilities:

May perform other duties and responsibilities that staff may deem necessary from time to time.

Qualifications:

- Current high school applicants, must be currently enrolled in high school otherwise;
- High school diploma required, college degree preferred

Knowledge, Skills and Attributes:

- Applicants must have strong verbal communication skills and possess the ability to collaborate with a variety of adult and youth personalities
- Current or prior experience in sales or customer service is preferred
- Candidates should possess strong attention to detail
- Applicants should possess excellent presentation skills with experience creating presentations.
- Applicants should also have strong writing skills as well as experience with database entry.
- Applicants should be self-motivated, possess good organizational skills, detail-oriented, ability to prioritize, as well as multi-task and meet deadlines.
- Candidates should be proficient in Microsoft word, Microsoft Excel and other Microsoft Office programs.
- Must be positive and enthusiastic, proactive, high initiative, and flexible.
- Ability to work well in small collegial office setting and commit to confidentiality requirements.
- Understanding of mentoring programs and/or youth education. Understanding of Mentors, Inc. mission is ideal.