Family Service Society, Inc.

Planting the Seeds for a Better Tomorrow

Vacancy Announcement

Title: Youth Mentoring of the Southern Tier – Allegany Site Coordinator	
Department: Youth Services	**Status:** Non-Exempt
Responsible To: Program Coordinator	**Hourly Rate:** $15/hour 15 hours a week– 10 Month Position

Position Summary:
We are currently seeking a part-time Site Coordinator for the Youth Mentoring of the Southern Tier program for Allegany County. Youth Mentoring of the Southern Tier (YMST) is a site-based mentoring program that meets once a week at a designated location (sites include Corning, Elmira, Bath, and Allegany County). During each hour-long program, Mentors and Mentees participate in fun and enriching activities facilitated by the Site Coordinators.

Position Responsibilities:
This position is responsible for oversite of each site program and implementation of weekly activities onsite at program.

Ensure careful oversight of Mentors and Mentees (case management). Supervise and plan weekly mentor and mentee programs and document attendance. Review with Program Coordinator, NY State Mentoring and Youth Mentoring of The Southern Tier policy information on a recurring basis to verify all volunteers have completed required trainings and these trainings have been documented.

Communicate program schedule, events, and needs to Mentors and Mentees along with their families. Create, maintain, and periodically review appropriate records (documentation) for the program with the Program Coordinator, either virtually or in person weekly.

Conduct monthly progress notes to assess program effectiveness and participant growth. Attend agency staff meetings and other agency meetings as directed by the Program Coordinator.

Assist with the planning and implementation of fundraising events (such as the Bowl-A-Rama). Attend workshops, trainings, and seminars to enhance professional growth and to meet program needs. Perform other related duties as required or directed for the efficient and effective operation of the program set forth by the Program Coordinator or Director.

Hours:
15 hours per week, Monday through Friday, 10 Months a year.

Agency Culture for Youth Mentoring of the Southern Tier:
The Site Coordinator will receive weekly supervision from the Program Coordinator or Director in absence of Coordinator. They will also receive staff development and trainings to further their skillset and knowledge base. All Youth programs should be CPR/First Aid certified and will be offered by the Agency or School.

Youth Mentoring of the Southern Tier connects youth with trained volunteers to create trusting, professionally-supported, one-to-one mentoring relationships that enhance the quality of their lives. Our values are Respect, Empathy, Fun, and Friendship. Through fun and friendship all youth feel valued and connected to their community, empowering them for their future.

Agency Culture for Youth:
Family Service Society, Inc. seeks to maintain and build a supportive and collaborative environment throughout all of the youth services programs. Youth should have a place where they feel safe and supported. Youth will continue to gain positive interactions and influences by the enriching programs offered.

Education and Experience Requirements:
Associate's Degree required with experience in human services field. Some related experience preferred. Strong communication skills, both written and verbal. Public speaking experience and case management skills desirable. Highly organized, good attention to detail, and ability to work independently desired.

Employment Opportunity Policy:
Family Service Society, Inc. is committed to providing a nondiscriminatory employment environment for its employees. The policy of Family Service Society, Inc. is to fully comply with applicable federal, state, and local laws, rules, and regulations in the area of nondiscrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), sexual orientation, gender identity, gender national origin, disability, age, genetic information, gender expression, military, and veteran status is prohibited.

Employee Benefits:
Family Service Society, Inc offers benefit options to help you maintain overall health and well-being.:

- Employee Assistance Program
- New York State Sick Leave
- Staff Recognition Program
- 10 Paid Holidays
- Generous Time Off
- Full Medical, Dental, and Vision
- Health Saving Account (if desired)
- 401K

Contact Information:
Please complete the online application form and attach a cover letter and resume. Alternatively, candidates can email or mail a cover letter and resume to the contact person below. Applications will be accepted until the position is filled.

Family Service Society, Inc.
charlanowe@familyservicesociety.org
280 Princeton Ave Ext.
Corning, NY 14830

Our Mission Statement:
Family Service Society, Inc. provides professional counseling and community services that empower individuals and families to deal more effectively with their challenges, enhancing the quality of their lives.

Our Values: Empowerment, Integrity, Excellence, Respect, Compassion, and Transparency