

**United Way
of West Tennessee**



Student Mentor

Overview

United Way of West Tennessee advocates for equity through Uniting agencies in ways that improve each person's access to health, education, and financial stability. We are committed to the vision of a West TN where everyone can succeed in school, work and life. We seek a motivated, detail-oriented, self-starter with an interest in mentoring youth.

Position Objective: Student Mentors for the Mentor U program contribute to the efforts of providing mentorship to students at North Parkway Middle School throughout the schoolyear. The goal is to encourage students to seek out post-secondary education/training and inform them about existing opportunities in our community. As a mentor, you will be responsible for creating a relationship with mentees that encourages them, offers support, and guides them successfully through the program.

Responsibilities:

- Providing mentorship to 2-3 middle school aged students
- Leading mentor sessions at North Parkway Middle School
- Assisting with monthly visits to participating college campuses
- Providing a safe space for mentees to learn more about future careers and post-secondary education
- Attending orientation and training for mentors, including training on mandated reporting
- Perform office tasks at United Way as assigned

Commitment

Be available from 2:30 pm – 5:00 pm on the first three Wednesday afternoons of the month from September 2023 – April 2024.

Essential Functions: The following are indicative of the essential functions required to perform this job successfully. Reasonable accommodations may be made to assist individuals with disabilities to execute the essential functions. This profile is not intended to be all inclusive of tasks and responsibilities required; it provides a description of the critical responsibilities associated with this position.

Qualifications:

- Must have reliable transportation and a valid license
- Must be available in the 2023-2024 school year
- Work well in a group setting
- Have a strong passion for working with children and creating healthy relationships
- Strong communication skills.
- Ability to build rapport with students.

Number of positions available for this posting: 3

Pay Grade and Classification: Grade III - \$11.00/hour

Hours per week: 20

Terms of Employment: Fall, Spring

Name and Address of Employer:

North Parkway Middle School
1341 N. Parkway
Jackson, TN 38305

Supervisor:

Jasmine Miller
731-422-1816
jmiller@uwwtn.org

Location of Job Placement:

United Way of West Tennessee
470 N. Parkway
Jackson, TN 38305