SEP Peer Mentors

Title: Sponsored Employment Program (SEP) Peer Mentor/Program Assistant (PMPA)**Hours**: 27 hours per week for 9 weeks; hours vary, a few evenings, <u>no Fridays</u> after training **Salary**: Up to $26.00 hour depending on experience
Start and End dates: June 11, 2024 -August 12, 2024

Qualifications:

- Two years of college or demonstrated equivalent
- Passion for seeing youth at risk achieve their potential
- Strong computer skills and knowledge of Microsoft Word, Excel, Power Point, and Chat GBT
- Excellent written and oral communication skills
- Excellent problem-solving skills
- Leadership potential

Responsibilities:

The Peer Mentor / Program Assistant (PMPA) will report directly to the SEP Coordinator and will be responsible for:

- leading a team of up to twelve youth from orientation to graduation
- assisting with training, assessing, monitoring and problem solving for mentees
- collecting and submitting timecards for mentees
- encourage and document mentee professionalism
- facilitating the connections between mentees and adult members of the SEP 'village'
- being an excellent role model for the mentees on their teams
- assisting with designing trainings
- assisting with general program operations including data base management, general administrative duties, event planning and implementation, and program documentation and evaluation