

# volunteer services position description

**Title:** IMPACT Program Volunteer Supervisor

**Supervisor:** IMPACT Program

**Program:** IMPACT is a comprehensive program that reduces involvement in the juvenile justice system among youth who have a history of delinquency or are at risk of delinquency. The Program's structured setting, on-going support and range of services decreases the likelihood of high-risk behaviors by promoting personal growth, personal and community responsibility and positive expectations for the future. It effectively integrates strategies for improving employability by focusing on other youth issues (i.e., pro-social skills, academic remediation) to reinforce the importance of education as a means of keeping higher education and career options open. The program serves youth ages 15-24.

**Purpose:** Assist staff in helping youth gain firsthand knowledge of the world of work and life skills, confront challenges faced by job seekers, and obtain the skills needed to retain employment and succeed in life.

## **Responsibilities:**

- Assist staff in the implementation of daily lessons plans for youth ages 15-24, including building core competencies in work readiness, life skills and leadership development training
- Assist program staff in with program activities with an emphasis on assisting youth in developing effective coping skills, behavior management and life skills
- Offer encouragement, model conflict resolution methods and provide direction to program participants under direction of Program Staff
- Agree to mandated child abuse reporting guidelines

## **Qualifications:**

- Be able to work as part of a team as well as one-on-one with youth
- Have a positive attitude toward learning and education
- Excellent listening skills, observation skills and patience with respect to youth
- Able to relate to children and youth from diverse socioeconomic and cultural backgrounds
- Computer experience a plus
- Experience facilitating sessions around employment, career options, academic enrichment and life skills a plus
- Must be at least 18 years old

## **Benefits:**

- Increased understanding of strength-based approaches to working with youth experiencing multiple barriers in their lives
- Experience working in the non-profit sector

**Site:** YWCA St. Paul, 375 Selby Avenue, St. Paul

## **Commitment:**

- Minimum 3 month / semester long commitment. Flexible schedule; minimum 2 hours per week.
- Program hours are Monday-Friday, 2:00-6:00 p.m. Extended tutoring hours two nights per week 6:00-8:00pm.

**Contact:** Volunteer Specialist, YWCA St. Paul  
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