

Friends of the Children – Klamath Basin Job Description

Title: Friend

Status: Exempt, Full time

Reports to: Program Director

Basic Function: This is a full-time paid position for professional Female Mentor (Friend). A Friend works intensively with eight (8) children as a positive adult role model to develop a caring, trusting and sustained relationship with each child. For each child, a Friend will set positive expectations; nurture and promote their strengths, talents and abilities; help assure physical and emotional well-being; teach life and academic skills; provide enrichment activities; and model responsible behavior. A Friend will fully document activities and participate in an ongoing evaluation process. Friends will work primarily one-on-one with their children. A Friend must also know, understand, honor and support the organization's mission, vision, values, principles and policies, and be able to clearly articulate the organization's function.

Core Job Accountabilities

- Develop and sustain a long term, caring, trusting and accepting relationship with each child;
- Spend time with children, one-on-one and in the classroom;
- Develop, maintain and follow a Roadmap or for each child;
- Set realistic expectations and goals based on each child's strengths, talents, abilities and needs;
- Teach life skills and healthy habits to contribute both to basic development and learning, and to contribute to building positive self-esteem;
- Develop a talent/skill/area of interest with each child to help develop positive self-esteem and experience growing confidence;
- Provide enrichment resources and activities which include opportunities for cultural awareness, diversity and community service;
- Contribute to children acquiring behavioral management skills, tolerance, respect for others, courtesies and compassion;
- Develop positive relationships with families, teachers and others involved in each child's life;
- Reinforce basic academic skills and learning;
- Model and promote good problem solving and decision making skills;
- Participate in the programming and resources available through the organization, effectively utilizing program resources to meet the needs of each child;
- Maintain spending within budgetary guidelines;
- Complete, distribute and collect time summaries, activity journals, short term plans, expense reports and

evaluation materials accurately and in a timely manner;

- Attend and actively participate in team meetings and staff functions;
- Provide information and support to development team and related activities as needed;
- Fulfill other responsibilities as required.

Essential Skills and Abilities:

- Ability to relate to children and to develop and sustain trusting, supportive relationships with them;
- Strong interpersonal skills;
- Demonstrated ability to work with children in varied capacities and settings to help them learn and grow;
- Ability to cultivate trusting relationships with children, parents, teachers and community members;
- Ability to maintain confidentiality and communicate appropriately within the workplace;
- Ability to use creativity and initiative in planning activities to continually develop children;
 - Ability to work independently in diverse environments with limited supervision; [Type here]

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- Ability to work as a team player;
- Ability to manage several concurrent issues and solve problems effectively exercising appropriate discretion and judgment;
- Ability to set goals and develop plans to meet those goals to ensure the development of each child;
- Ability to complete administrative tasks accurately and on time;
- Ability to handle high mobility and driving demands safely and with good judgment;
- Strong written and verbal communication skills; organizational and time management skills;
- Basic computer and keyboarding skills, proficiency with e-mail systems, familiarity with MS Outlook and Access (or other database applications);
- Ability to exercise good judgment independently, in various situations and environments, and under varying levels of stress.

Additional Job Requirements:

- Maintain current driver's license, good driving record, and vehicle insurance;
- Maintain First Aid/CPR certification;
- Transport children in personal vehicle as required for mentoring activities;

Working Hours: This is a full-time, exempt position. Due to the nature of a Friend's role, the work hours are somewhat non-traditional, and include late afternoon and evening work. We recognize that each Friend's daily work schedule will vary due to the uniqueness of the role and the needs of the individual

children being served. Each Friend is expected to exercise appropriate discretion in this regard. During the school year, the general workweek is Tuesday through Saturday, with Sunday and Monday as days off. During the summer, and for spring and winter breaks, many Friends work a standard Monday through Friday workweek. The Program requires that you see each of your assigned children both in- and outside of school, for an average of four hours each week, although how you accomplish that is at your discretion within established Program guidelines.

Education and Experience Required: Associate's degree required; Bachelor's degree preferred, plus one to three years' experience working/volunteering with children. Mentoring experience with at-risk children preferred.

Compensation Commensurate with experience

How to Apply Email attached application, resume, cover letter, and signed acknowledgement attention FOTC-KB Search Committee to holly@friendsklamath.org

Acknowledgement This is to acknowledge that I have read the above job description and understand that it sets forth the general duties, responsibilities and essential functions that I will be expected to fulfill in this role, and that it is not meant as an exhaustive list of all duties or functions that may be required of me. I understand that I will be expected to perform all the functions of the job in a reasonable and safe manner. I further acknowledge that this is not a contract and Friends of the Children - Klamath Basin reserves the right to make changes to the position description at any time in order to meet the needs of the organization.

Employee: _____ Date: _____

Program Director: _____ Date: _____

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