



JUMP **Office Assistant** (12-month commitment to perform a minimum of 1200 hours)

Responsibilities

* Assist with AmeriCorps and Kankakee County State’s Attorney’s **JUMP** Juvenile Mentoring Program development; assist in developing program evaluation measures
* Work directly with AmeriCorps and **JUMP** Program Personnel and other Program Partners
* Weekly supervision with AmeriCorps or **JUMP** Program Coordinator
* Attend meetings as scheduled with AmeriCorps and **JUMP** Program Personnel and other Program Partners
* Attend fundraisers, events and meetings
* Coordinate program activities, volunteer opportunities, tours, events and presentations
* Work with and assist other “AmeriCorps positions”
* Coordinate with Court Liaison, JUMP Coordinator to track and compile and prepare reports on mentor/mentee match progress, mentor hours, mentee academic and career progress, school and program attendance
* Coordinate the JUMP program with local schools to track academic progress of mentees.
* Coordinate with local employers and program partnerships to obtain summer employment for mentees and track progress when employed
* Assist with completion of periodic JUMP Program progress reports
* Assist with monthly budget and fiscal reporting requirements
* Keep track of and provide information on community partnerships, programs, and resources to program support, volunteers, and participants
* Assist with development program partnerships with local businesses and organizations
* Work with mentors to provide and direct them to specific resources as needed
* Coordinate mentee involvement in program partnerships
* Assist with development and deliverance of JUMP Mentor trainings, monthly meetings, and continuing education
* Assist with development of and participate in AmeriCorps Days of Service Events
* Market and promote AmeriCorps and the JUMP Program
* Assist with recruitment of AmeriCorps members and JUMP Program Mentors
* Other duties as assigned

Requirements

* 18+ years of age
* Application
* Screening
* Provide 3 character references
* Thorough criminal background and child abuse records check
* Provide evidence of auto insurance
* Driver’s license
* Copy of Social Security card
* Enrollment as an AmeriCorps Member

Qualifications

* Ability to work independently as well as in a group setting
* Have basic computer and internet skills, including proficiency in Microsoft Word and Excel
* Strong communication skills, verbal and writing
* Demonstrate professionalism and courtesy
* Excellent time management skills
* Able to multi-task with solid planning, detail and organizational skills
* Effective problem solver
* Pass Federal and State background checks

AmeriCorps Member Requirements and Responsibilities

* Provide 3 character references
* Thorough criminal background and child abuse records check
* Provide evidence of auto insurance
* U.S. citizen or permanent resident: necessary documentation to demonstrate that by enrollment date
* Social security card by enrollment
* High school diploma or GED. If not, agree to get one before the end of service
* Attend required trainings and participate in AmeriCorps events
	+ AmeriCorps Orientation Training
	+ Complete required AmeriCorps eCourse trainings
	+ 3 days of service (MLK Day, Veterans Day, AmeriCorps Week)
	+ Regional Training Conference
	+ National Service Opening Day in Springfield

AmeriCorps Member Benefits

* Stipend
* Segal AmeriCorps Education Award – Reduced Full Time (1200 hours of service)
	+ AmeriCorps Members who are earning a Segal AmeriCorps Education Award are uniquely eligible for one type of postponement of the repayment of their qualified student loan called forbearance
	+ If a member successfully completes their term of service and earns a Segal AmeriCorps Education Award, the National Service Trust will pay all or a portion of the interest that has accrued on the qualified student loans during this period
	+ If a member is 55 or older at the time they earn the Segal AmeriCorps Education Award, the Award is transferrable to a child or grandchild

JUMP Benefits

* I Can Go to College Program – up to two years of fully funded post-secondary education through Kankakee Community College
* Continuing education and training
* Access to resources through Kankakee State’s Attorney’s Office partnerships