



AMERICORPS/JUMP Mentor (100 hour position)

Responsibilities

- Meet with your mentee at least 8 hours per month and maintain regular communication through phone calls, texts, and emails, etc. for a one-year period.
- Assist your mentee in completing their program requirements. Provide weekly progress reports to court Liaisons. Including age appropriate educational assistance, career and/or college planning, mock-interviews, resume preparation and assistance with summer employment.
- Communicate with mentee and mentee's parents/guardians, and **JUMP** staff.
- Complete provided continuing education programs.
- Attend program sponsored special events.
- Perform at least 24 hours of community service with your mentee.
- Work directly with **JUMP** Program Personnel and mentors, as specific to each case, to record Match progression and visits.
- Work with staff to provide and direct specific resources and support, advise and direction, as needed.
- Coordinate with Court Liaison and **JUMP** staff to track and compile reports on Match progress, Mentor hours, and Mentee participation
- Work directly with and attend meetings as scheduled with **JUMP** Program Coordinator, Court Liaison, AmeriCorps Program Personnel, and other Program Partners, as necessary including monthly mentor meetings.
- Weekly supervision with **JUMP** Program Coordinator and Court Liaison
- Assist with **JUMP** and AmeriCorps Program development
- Assist with completion of periodic **JUMP** Program progress reports
- Assist with development of program evaluation process
- Participate in monthly AmeriCorps Program Director calls, as needed
- Assist with recruitment of AmeriCorps Members and **JUMP** program Mentors
- Market and promote AmeriCorps and the **JUMP** Program
- Other duties as assigned
- All AmeriCorps/**JUMP** staff shall work in conjunction with one another. Assist one another as needed. Report to one another and **JUMP**/AmeriCorps staff as needed.

Requirements

- 25+ 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 =(100 hours of service)
 - Segal AmeriCorps Education Award – Abbreviated Time (100)
 - 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
- Revised 6/28/2022