



The ARK of St. Sabina Position Description

Position Title: ARK Mentor

Position Type: Contractual

Salary: \$15.00 an hour/ Part Time 20-25 hrs. a week. Monday- Friday.

Agency Summary: The ARK of St. Sabina is a community center dedicated to enhancing the talents, lives, and spirits of community youth through education, mentoring, and linkages to resources. The ARK offers a vast array of opportunities and programs for youth and young adults ages 6-24. The ARK serves between 70 - 120 youth daily in West Englewood, Auburn-Gresham and Englewood communities at no cost to them and their families.

Position Summary: The ARK Mentor will be responsible for monitoring the youth who participate in the daily activities of the ARK. The ARK Monitor should model the positive respectful behavior the ARK promotes to each youth participant

Major Duties and Responsibilities:

- Monitor the youth who engage in various ARK programs.
- Lead various academic, cultural, and social activities for the youth.
- Keep attendance records for various youth activities.
- Maintain and promote a safe environment amongst the youth.
- Attend monthly staff meetings, and trainings.
- Help to ensure that the ARK rules and regulations are adhered to by the youth.
- Other duties as assigned.

Experience/Education:

- Must have a high school diploma. Working towards degree is preferred.
- Must have previous experience working with youth.
- Must demonstrate cultural competency and is dedicated to working with youth and families in the community.
- Excellent communication skills.
- Must be a positive role model for youth participants and have respect for others.
- Must demonstrate ability to multi-task and solve problems effectively.
- Candidate will be required to work in the evening when scheduled.

Interested Applicants: Email your resume and cover letter to employment@thearkofstsabina.org or fax your resume to 773-483-9538. Please put ARK Mentor in the subject header of the email. No phone inquiries please.