

Volunteer Next Steps Coach Position Description

Essential Responsibilities and Activities:

- Meet with assigned youth an hour weekly, facilitating activities and conversation that will help youth discover their skills/strengths, learning preferences, areas of interest, and other relevant life factors.
- Build a productive, attentive, and compassionate relationship with youth.
- Guide youth through investigating potential/appropriate postsecondary programs (relevant colleges, apprenticeships, internships, vocational schools, etc.) for pursuing that career.
- Help mentee determine and articulate a “game plan” for their postsecondary life, and guide them through the initial action steps to set this plan in motion (e.g. help them submit a FAFSA, write a résumé, etc.).

Required Qualifications

- Must commit to meeting with youth for up to 6 hours every month throughout Winter and Spring term.
- Must attend 2-hour preliminary training.
- Must consent to a criminal background check and agree to abide by conduct/confidentiality guidelines.
- Must be willing and able to work with students from diverse backgrounds.

Volunteer Benefits:

- Exclusive access to optional personal/professional development seminars throughout year.
- Experience, references, and contacts in the non-profit / education field.
- Fulfill Community-Based Learning course component, Community Service requirement, or Capstone project (if applicable).
- Opportunity to be a positive force and resource in a young person’s life!

Time Commitment

Building a healthy and safe relationship with the youth is essential to providing useful guidance; therefore, coaches should be prepared to spend an hour each week with their youth match (Wednesdays from 4:30-5:30pm). You may even need to plan on having time to prepare activities or materials beforehand.

There will not be Next Steps Meetings when Portland Community College, Portland State University, and Portland Public Schools are closed for holiday or in finals week. Fortunately, the schedules of all three match up very closely.

For a specific & updated schedule of meetings, visit <http://nextstepsproject.weebly.com/calendar>.

Location

FOTC is located in the Boise-Eliot neighborhood of Northeast Portland on:

44 NE Morris Street
Portland, OR 97212

There is a parking lot behind our building at 65 NE Stanton St.

All meetings will take place at this office, unless your youth has a special situation (in which case they will be returning a Guardian Release Form and meeting with you off-site in a public place, like a school or library).

Coaches *MAY NOT* at any time be alone with youth, trade home addresses with youth, or transport youth in their personal vehicles.