

Position Title: Youth Mentor**Reports to: Youth Program Administrator**

Kairos International is a non-governmental organization (NGO) that invests in the soul, mind, and skills of young adults. Through the holistic approach of combining mentorship, business education, and skills training, we aim to invest in the whole person.

As a Christian organization we value faith, people, potential, and community above all else. Our desire to serve others in line with the example of Jesus instills a commitment to serve and work with the utmost excellence.

The Need

Job summary

The Youth Mentor position seeks to ensure that s/he establishes and fosters a long-term relationship with the young adults in the organization. The job activities include creating a positive relationship with the youth, helping youth to establish personal goals and create action plans, motivating and inspiring youth, and implementing youth programs as designed by Kairos International.

The Work

Key Duties and Responsibilities

Organization and Leadership

- Locate Youth that are assigned to the organization through community mobilization
- Maintain, in confidentiality, individual youth case files at the organization
- Serve as a role model to the youth
- Provide behavior management for at risk youths and mitigate issues among them

Coordination

- Act as a liaison between youth, youth's family, employers, and community agencies
- Develop individual achievement plans for each youth
- Advise team lead on external youth activities that Kairos youth can benefit from
- Document success stories and share with respective offices
- Develop daily, weekly, and monthly field activity plans as deemed fit
- Implement field activities in collaboration with youth and all concerned stakeholders

Mentorship

- Provide one-on-one mentoring sessions to the Kairos youth
- Develop and maintain mentorship work plans
- Conduct follow up sessions with youth while in their communities or homes
- Follow up and create an alumni group of youth after Kairos graduation
- Encourage and use various means of communication (written, spoken, etc) during activities to ensure the self-expression of the young adult
- Assist in establishing a community network

Reporting and Referrals

- Weekly/ daily/ monthly report writing
- Make recommendations of which youth require specialized attention or help
- Refer youth to appropriate services through adequate referral system in place.
- Recognize emergency situation (medical care, protection issues) and make appropriate referrals

Data Collection

- Produce weekly activity reports and contribute in the development of organizational reports
- Develop and run a data base of information regarding the youth attached to you
- Maintain complete documentation for each youth activity conducted
- Ensure proper field data collection using provided tools

** Carry out any other duties as requested by Management*

The Qualifications

Qualifications, Skills, and Experience

The ideal candidate for the position should:

- Hold a Bachelor's Degree in Social Sciences, Social Work, Education, Development Studies, Psychology, Child Development, Community Psychology or any equivalent accrued working experience in a related position
- At least two years relevant experience implementing, supervising, monitoring and evaluating field-based youth activities
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- Knowledge and experience with mentoring
- Specific familiarity with youth and adolescent rights issues in the NGO sphere
- Ability to interact with communities; youth and adults as well as other stakeholders at
- Excellent working knowledge of Microsoft Office programs (Word, Excel, Powerpoint, etc)

The Qualities

Character Traits

- Mature Believer: in line with our statement of faith
- Compassionate; heart for edifying and building relationships
- Empathetic
- Ability to handle emotional work environment
- Excellent verbal and written communication skills
- Strong ability to prioritize
- Problem solver; critical thinker
- Self starter; takes initiative
- Adaptive in changing environments
- Flexible and collaborative
- Team player