

## **YOUTH JOBS CORPS PROGRAM MENTOR**

### **DEFINITION**

Under general supervision, mentors and guides participants to career pathways developed for the Youth Jobs Corps Program (YJCP) grant including facilitating routine check ins and gathering information to connect participants with wrap around and supportive services needs. Does not perform on the job training.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Manager or designee. Exercises no supervision.

### **DISTINGUISHING CHARACTERISTICS**

The One Fresno YJCP program is fully funded through the Californians For All Youth Workforce Program which is a State of California Governor's initiative administered by California Volunteers in partnership with cities across California. The Youth Jobs Corps Program (YJCP) Mentor is a single level classification assigned to various City departments focused on guiding participants to career paths; facilitating check ins with participants to discuss progress, gathering information, and connecting with wrap around and supportive services to assist with any barriers to employment; assisting with connecting participants to career and skill building trainings and workshops; and performing related duties as required.

YJCP Mentors will be required to work various hours including nights, evenings and weekends as assigned and outdoors in various weather conditions. This position is at will and limited in duration consistent with the YJCP grant program.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

Conducts check ins with participants; provides guidance, feedback and support; monitors progress to ensure career goals and objectives are met.

Identifies participant soft skills and provides mentoring and support to progress their knowledge or abilities.

Identifies barriers to employment, such as inaccessible work sites, inflexible schedules, transportation issues and work with participants to develop strategies for overcoming these barriers including connecting with wrap around and supportive services.

Maintains a variety of records and correspondence.

Assists with the coordination of special events; participates in workshops, committees and conferences; and attends staff meetings.

Operates standard office equipment such as copiers, printers, laptops, desktop computers, calculators, shredders and/or other office equipment.

Performs related duties as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Department programs, projects and resources.

Communication and motivation techniques.

Office procedures, methods, equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

English usage, spelling, grammar and punctuation.

#### **Skill/Ability to:**

Provide mentoring and guidance to participants.

Provide constructive feedback to participants, using positive communication techniques to encourage, motivate, and build confidence.

Utilize empathy and objectivity to address participant barriers to employment and maintain confidentiality of information.

Establish and maintain effective working relationships with others in the performance of assigned duties.

Demonstrate and maintain a high degree of initiative, maturity, integrity, accountability and sound judgment.

Communicate effectively, both orally and in writing.

Operate modern office equipment including computer software and hardware applications.

Operate a motor vehicle safely, when appropriate.

**MINIMUM QUALIFICATIONS**

**Option 1:**

**Education:**

Completion of thirty (30) semester units from an accredited college or university.

**Option 2:**

**Experience:**

Six (6) months of experience in the Youth Jobs Corps Program with the City of Fresno.

**Special Requirement(s):**

Must meet age and eligibility requirements for the YJCP grant program.

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: (Signature on File)  
Director of Personnel Services

DATE: 12/6/2023

NEW: 8/28/2023