

Title: No Boundaries Volunteer Mentor

Program Overview:

No Boundaries is a program of Search, Inc., a non-profit organization that provides residential, day and support services to adults with developmental and intellectual disabilities. The mission of No Boundaries is to empower individuals with disabilities to achieve meaningful integration into the workplace and community, through innovative on-land and on-line classroom and experiential learning.

Description

The No Boundaries Mentor will assist the No Boundaries team in the following manner:

- Conduct one-to-one or small group tutoring for both on-land and online training with emphasis in these areas: Communication; Social Thinking; Personal Responsibility; Technology; Judgment; Self-Organizing; Self-Advocacy; Independence.
- Aid participants to conduct research, enter data, correct mistakes and follow instructions.
- Assist participants to enlist support and to self-advocate.
- Measure and report participant progress.
- Model professional workplace behavior.
- Guide participants in the use of Microsoft Office and Google platforms.
- Support and teach participants to engage professionally in face-to-face and phone interaction with business owners and managers in the community.
- Teach participants to use online technology to communicate professionally using multiple social media and social networking sites.
- Support participants to self-organize in areas of on-land and online communication and the management of their schedules.
- Complete and follow-up on participant's daily and weekly activities towards successful employment.
- Identify and communicate any areas of ongoing challenge to No Boundaries staff, who will help to troubleshoot issues.

Qualifications:

- Problem solver
- Patient and curious
- Strong communication and organizational skills
- Punctual, reliable and honest
- Fluent English
- Strong skills in Microsoft Office, especially Word and Excel
- Excellent writing and communications skills
- Strong organizational skills
- Reliable
- Ability to comfortably use both PC and Macintosh operating systems

Internship Details

- Location: 824 Dempster St., Evanston, IL (accessible by CTA, Metra and Pace)
- Hours: 6 - 20 hours per week. 9 – noon; 1 – 4pm or 9 – 4 options. Monday through Friday
- University semester or quarter calendars accommodated
- Compensation – unpaid
- Reports to: Employment Manager
- Open to all undergraduate majors, graduate students and adult community members
- Great opportunity for students pursuing careers in: education, social work, nonprofit management, psychology and human resources.
(flexible scheduling).

To Apply:

Submit a résumé and cover letter to nheimdal@search-inc.org

*Interview and background check required.