



Title : No Boundaries Mentor

Description

As a No Boundaries Mentor you will provide mentoring, tutoring and support to older teens and adults with developmental, intellectual and learning disabilities who are participants in a workplace skills training program. In collaboration with, and under the supervision of professional staff, you will play a meaningful role in shifting adult-life paradigms for people with disabilities and in changing social perceptions about the abilities and place of people with disabilities in the community. You will guide, teach and support No Boundaries participants as they build their skills in the real workplace setting of Evanston-based disability awareness social enterprise jjslist.com. As a mentor, you will model, review and reinforce on-land and online professional skills in one-to-one and in group practice, with emphasis in these areas: communication; social thinking; personal responsibility; technology; judgment; self-organizing; self-advocacy; independence.

What is No Boundaries?

No Boundaries - Train for Work, Train for Life 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 online classroom and experiential learning. No Boundaries provides experiential on-land and online training for adults, 18 years and older, with disabilities, to build essential skills for the workplace and for living more independently in today's world. No Boundaries combines structured classroom instruction, experiential learning and internship and work opportunities at social enterprises and community-based businesses for program participants.

What skills and knowledge do No Boundaries Mentors gain?

- Experience with planning, implementing and evaluating project goals;
- Ability to differentiate support techniques for different learning styles and abilities;
- Understanding of, and experience with, diverse work styles and abilities;
- Ability to collaborate with a team in structured and unstructured environments;
- Experience interacting with owners and managers of community businesses.

How will this internship relate to the professional goals of No Boundaries Mentors?

- Mentors whose professional or personal goals include teaching or training in classrooms or professional settings will gain experience for careers in this area.
- Mentors whose professional and personal goals include working with diverse groups of employees in a corporate or business environment, such as human resources, will gain experience for this career path.
- Mentors whose professional or personal goals include social work, human or social services will gain experience for this career path.

No Boundaries Mentor Duties and Responsibilities:

- Assist staff in planning lessons and activities;
- Participate in classroom lessons and community-based activities;
- Assist participants to conduct research, enter data, correct mistakes, follow instructions;
- Assist participants to enlist support and to self-advocate;
- Measure and report participant progress;
- Model professional workplace behavior
- Assist participants in the use of Microsoft Word, Excel 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;
- Support and teach participants to use online technology to communicate professionally using multiple social media and social networking sites;
- Support participants to organize, complete and follow up on daily and weekly activities, communication and schedules;
- Work with participants to set and achieve goals;
- Identify and communicate any areas of ongoing challenge to No Boundaries staff, who will help to troubleshoot issues;
- Proudly award participants certificates as they achieve milestones goals!

Special projects may include:

- Participation in group meetings to evaluate and improve the No Boundaries program
- Assisting with No Boundaries outreach and fundraising
- Assist with jjslist.com activities

Qualifications:

- Problem solver
- Patient and curious
- Strong communication and organizational skills
- Punctual, reliable and honest
- Fluent English
- Strong skills in Google, especially Drive, Calendar and Gmail
- Strong skills in Microsoft Office, especially Word and Excel
- Experience with Twitter, Facebook and Linked In preferred, but not essential.
- Helps to know-how to use CTA, Metra and Pace

Internship Details:

- Location: 824 Dempster St., Evanston, IL (accessible by CTA, Metra and Pace)
- Hours - 3 - 6 Hours per week (or more if you like!). 9 - noon; Mondays and Tuesdays
- University semester or quarter calendars accommodated
- Compensation - unpaid
- Reports to: No Boundaries - Train for Work, Train for Life manager
- Open to all undergraduate majors, graduate students and adult community members

To Apply - Submit a resume and cover letter to noboundaries@search-inc.org

Interview and background check required.