



P.O. Box 2827, Carrollton, GA 30112 • 706-842-2110
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Program Mentor—Personal & Community Development

LINK TO EMPLOYMENT APPLICATION BELOW

Reports to: Director of Programming

Job Summary: Design and lead daily sessions that focus on personal development, job readiness, daily living, and personal faith journeys. Serve as a trusted adult to the Neighbors, offering guidance, encouragement, and consistent support.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Plan and lead engaging workshops that teach the neighbors how to take care of personal care, skills that will prepare them to find jobs and work in the community, and how to have a personal faith journey.
- Conduct daily check-ins with a specified group of Neighbors to foster rapport, relationship, and community.
- Support the planning and facilitation of special Friday programming, which differs from the regular weekday workshops.
- Help develop and support Personal Growth Plans for Neighbors. I
- Maintain regular communication with other Mentors, the Director of Programming, Support Families, Coaches, and the families of Neighbors.
- Participate in team meetings, training, and community events.
- Foster a safe, respectful, and inclusive environment.

Requirements:

- Bachelor's degree in special education or related field preferred.
- Knowledge of working with individuals with Intellectual and developmental disabilities.
- Must exhibit passion for inclusion, creativity, and holistic development.
- Strong communication, organization, and interpersonal skills.
- Ability to lead groups and work independently.
- Ability to differentiate and scaffold materials to support various learning styles and levels.
- First Aid/CPR/AED certification, and a valid driver's license.
- Knowledge of office equipment and computer proficiency.
- Fluent in Microsoft Office Suite applications with the ability to learn and operate additional software applications as appropriate.
- Excellent verbal and written communication skills using the English language.
- Must have the ability to lift, push, and pull 25 pounds.

- Ability to demonstrate care, compassion, and patience when working with Neighbors.
- Protects the confidentiality and other rights of the Neighbors.

FLSA: Exempt

Classification: Full-time

TO APPLY FOR THIS POSITION PLEASE CLICK THIS LINK :

[PERSONAL/COMMUNITY DEVELOPMENT PROGRAM MENTOR](https://ambergrace.jotform.com/team/neighborlife-employment/program-mentor-application)

Or copy and paste this URL into your web browser :

<https://ambergrace.jotform.com/team/neighborlife-employment/program-mentor-application>

If you are unable to access or fill out the application online, please email info@ambergrace.com to request assistance.

Thank you for your interest in joining the Amber Grace Team!