



JUNIOR LEAGUE OF BUFFALO
Women building better communities

JOB DESCRIPTION

Title: **Family Literacy/Somali Bantu Youth Council**

Duties:

- Youth Mentoring is currently 2 hours per week on family literacy nights at area community centers. Working with teenagers on literacy skills, field trips, job shadowing, high school work and possible college preparation. Our Junior League Members are not required to work each week, but perhaps work as a group of mentors and plan out the activities for them for the year.
- Computer skills will be very helpful in this placement, but not necessary. Knowledge of Microsoft PowerPoint, Word or Excel may be needed to help with presentations, notes and handouts.

Time Involvement:

- 1 hour Literacy Volunteers Orientation
- 1 hour Training Session
- 32 hours of volunteer work during the Junior League year (September – May)
- Attend a Council meeting if scheduled
- Transportation of students if needed

Experience:

- Would suggest this position for a member who demonstrates strong facilitation, communication, organizational, people skills, time management skills and is motivational and interested in serving in a mentoring capacity. The person also should possess strong skills regarding grammar, writing and communication and be interested in direct service with diverse refugee/immigrant populations and teenaged youth in particular.