

# DIAMOND IN THE ROUGH

## Volunteer Opportunities

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| <b>VOLUNTEER TITLE:</b>      | <b>CLUSTER COORDINATOR</b>  |
| <b>VOLUNTEER CATEGORY:</b>   | Long-term/Hands-on  |
| <b>COMMITMENT TIME:</b>      | Minimum nine-month commitment with one to two hours of weekly contact during school year.       |
| <b>AREAS OF INVOLVEMENT:</b> | Commitment to developing supportive relationships and co-facilitating group mentoring sessions. |

### **RESPONSIBILITIES:**

- Serves as liaison between DITR Cluster group and Executive Director.
- Coordinates, plans and facilitates a small mentoring group of 5-10 girls weekly.
- Maintains order and structure of the *Cluster Program*.
- Attends ongoing mentor training and support sessions.
- Recognizes club members for program participation & achievements.
- Evaluates program & maintains records to track attendance & participation.
- Ensures care of meeting facility and makes recommendations for changes.
- Monitors supply needs & orders required supplies that are approved.

### **Qualifications:**

- Must be 18 years old or older.
- Willing to undergo ongoing training provided by DITR.
- Must have access to computer, printer, e-mail or fax machine.
- Must be a self-starter with a sincere desire to help youth.
- Experience in leading and/or teaching youth is a plus.
- Ability to establish a relationship based on equal responsibility and respect.
- Practical problem-solving skills and ability to suggest options and alternatives.
- Strong listening skills and ability to communicate with teenagers openly without judgment.
- Must have excellent verbal & written communication, organization and inter-personal skills and Sensitivity to persons of different educational, economic, cultural or racial backgrounds.
- Must make a minimum eight-month commitment to developing and maintaining a mentor relationship with a small group of youth.