



Job Title: Opportunity Guide

Company: MentorStark

Location: Stark County, Ohio (Onsite Tuesday-Friday 8:30 a.m.-1:30 p.m. at Canton City Schools, Community Sites, office, and Limited Remote Work)

Position Type: Part-Time (30 Hours Per Week) August 2026-June 2027

Compensation: \$20.00 per hour

Technical Requirements: Personal cell phone, reliable home Internet connection

About MentorStark

MentorStark is a 501(c)(3) nonprofit organization dedicated to advancing the mentoring movement throughout Stark County. Through innovative programs and community partnerships, MentorStark helps young people build meaningful relationships, explore career pathways, and develop the social capital necessary to thrive in school, work, and life.

The MentorStark Opportunity Club serves youth and young adults ages 15-27 by connecting them with mentors, employers, educational opportunities, and community resources that help them achieve their personal and professional goals.

Opportunity Guide Summary

The Opportunity Guide plays a vital role in empowering young people to identify their strengths, expand their support networks, and pursue meaningful educational and career opportunities. This position works directly with youth and young adults, helping them develop goals, build social capital, explore careers, and connect with mentors and community resources.

The Opportunity Guide serves as a trusted adult, advocate, and connector, fostering positive relationships with students, educators, families, employers, and community partners. Through individual coaching, group facilitation, career exploration experiences, and mentoring activities, the Opportunity Guide helps participants build confidence and navigate pathways toward future success.

This position requires a highly relational individual who is passionate about youth development, career readiness, mentoring, and creating opportunities for young people.

Equal Opportunity Employer

MentorStark is an Equal Opportunity Employer committed to creating an inclusive environment for all employees and participants. We celebrate diversity and are dedicated to fostering a culture of respect, belonging, and opportunity.

Essential Responsibilities-Other duties as assigned

Youth Engagement and Support

- Build trusting relationships with youth and young adults participating in the MentorStark Opportunity Club.
- Assist participants in identifying personal strengths, interests, goals, and existing support networks.
- Conduct one-on-one coaching and support sessions focused on goal setting, career exploration, and personal growth.
- Help participants strengthen and expand their "webs of support" by connecting them with mentors, employers, educators, and community resources.
- Support participants in overcoming barriers to education, employment, and personal success.

Program Facilitation

- Facilitate social capital, mentoring, career readiness, and relationship-building workshops using MentorStark curriculum and best practices.
- Deliver engaging classroom presentations and group activities that encourage student participation and skill development.
- Assist in planning and implementing Opportunity Club activities, events, and career exploration experiences.

Career Exploration and Mentoring

- Coordinate and facilitate individual job shadowing experiences, employer visits, group career tours, and "Inside Look" experiences.
- Recruit and engage volunteer career mentors and employer partners who can provide meaningful opportunities for participants.
- Connect youth with educational programs, workforce development resources, internships, apprenticeships, and career pathways.

School and Community Partnership Development

- Develop and maintain strong relationships with teachers, counselors, administrators, Care Team members, and community partners.
- Collaborate with school personnel to identify students who may benefit from Opportunity Club participation.
- Serve as a positive representative of MentorStark within schools and throughout the community.
- Participate in community coalitions, collaborative initiatives, and stakeholder meetings as assigned.

Data Collection and Reporting

- Maintain accurate participant records and documentation within the MentorStark Innovative Mentoring Database.
- Track participant engagement, mentoring connections, career exploration activities, and program outcomes.
- Assist with grant reporting, evaluation efforts, and program data collection requirements.

Team Participation

- Participate in MentorStark meetings, strategic planning sessions, training opportunities, and organizational events.
 - Support organization-wide initiatives and special projects as assigned.
 - Contribute ideas for improving programs, partnerships, and participant experiences.
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Required Qualifications

- Passion for helping young people achieve their goals and realize their potential.
- Associate degree in Human Services, Education, Social Work, Counseling, Workforce Development, or a related field; or equivalent combination of education and experience.
- Minimum of two years of experience working with youth, young adults, or community-based programs.
- Strong interpersonal and relationship-building skills.
- Ability to work effectively with individuals from diverse backgrounds and experiences.
- Excellent verbal, written, and presentation skills.
- Strong organizational and time-management abilities.
- Ability to work independently while contributing positively to a collaborative team environment.
- Proficiency with Google Workspace and basic data management systems.
- Valid driver's license, reliable transportation, and ability to travel throughout Stark County.

Preferred Qualifications

- Youth Peer Advocate Certification.
- Peer Recovery Support Certification.
- Youth Mental Health First Aid Certification.
- Experience with mentoring, workforce development, career readiness, or youth leadership programs.
- Knowledge of Stark County educational, workforce, and community resources.

Candidates who do not currently possess these certifications may be required to obtain them within the first year of employment.

Background Screening

Employment is contingent upon successful completion of:

- Criminal background check
- Reference check
- Social media screening