



HONORABLE KIMBERLY S. GILDNER  
CHIEF JUDGE OF PROBATE

JENNIFER WARWICK  
PROBATE COURT ADMINISTRATOR  
PROBATE / JUVENILE REGISTER  
(989) 734-5250

VICTORIA BUTLER  
PROBATE & JUVENILE DEPUTY REGISTER  
(989) 734-5251

**STATE OF MICHIGAN**  
**COUNTY OF PRESQUE ISLE**  
**53<sup>RD</sup> CIRCUIT COURT – FAMILY DIVISION**  
**PRESQUE ISLE COUNTY PROBATE COURT**  
151 East Huron Avenue, P.O. Box 110  
FAMILY DIVISION: Phone (989) 734-2214  
PROBATE: Phone (989) 734-3268  
Fax (989) 734-4420  
Juvenile Probation/Public Guardian  
Fax (989) 734-8154

JANICE LEMMON  
OFFICE OF PUBLIC GUARDIAN  
(989) 734-5278

DANIELLE STREICH  
DIRECTOR OF JUVENILE SERVICES  
JUVENILE PROBATION OFFICER  
(989) 734-5229

KAYANNA DEAN  
JUVENILE PROBATION OFFICER  
(989) 734-5279

### NOTICE OF POSITION OPENING

The Presque Isle County Family Division is seeking two dedicated and compassionate individuals to serve as contracted Tutor/Mentors for our new "Pathway to Potential" program. You will work one-on-one with youth aged 10–18 to provide academic tutoring and community-based mentoring support. Flexible schedule (up to 25 hrs/week). Candidates must be 21+, pass a background check, drug screen, and have experience working with youth.

To apply, submit a resume and cover letter to [piprobate@picounty.org](mailto:piprobate@picounty.org) or the Presque Isle County Probate & Family Court Office, 151 East Huron Avenue, P.O. Box 110, Rogers City, MI 49779 by June 5<sup>th</sup>, 2025.

*Join us in helping youth reach their potential.*

5/12/2025  
Date

K. Gildner  
Honorable Kimberly S. Gildner P64331

Presque Isle County is an Equal Opportunity Employer.

## **Job Description: Pathway to Potential Tutor/Mentor**

*Presque Isle County Family Division*

### **Program Overview**

The Pathway to Potential program is a grant-funded initiative of the Presque Isle County Family Division aimed at supporting at-risk youth, ages 10–18, who have been identified as truant, incorrigible, and/or runaway. Youth participants may be referred to the program via petition, complaint, or community referral (e.g., from schools, law enforcement, or social service agencies). The goal is to divert these youth from the formal court process by providing proactive academic and mentoring support. This is a voluntary program designed to help youth realize their potential through personalized, community-based intervention.

### **Position Summary**

The Tutor/Mentor will provide one-on-one academic support and mentorship to eligible youth in Presque Isle County. This includes assisting with school assignments, promoting healthy behavior, encouraging school engagement, helping youth build life skills, and fostering strong, positive adult relationships. Tutors/Mentors will work in partnership with probation staff to develop individualized case plans and serve as a consistent, supportive adult presence in the lives of participating youth.

Rate of Pay: \$25.00 per hour

### **Key Responsibilities**

Tutoring Component:

- Provide individualized academic tutoring to youth ages 10–18.
- Assist with completing assignments, time management, study skills, and motivation.
- Support students in understanding academic concepts at their own pace.
- Offer services before/after school, on weekends as needed, in locations such as schools, libraries, community centers, or virtually.
- Help with journaling assignments from the Ripple Effects and Atlas Forward Thinking programs.
- Encourage academic accountability and engagement with school personnel.

Mentoring Component:

- Serve as a positive role model and consistent support figure.
- Engage youth in constructive, strengths-based community activities.
- Build meaningful relationships through shared experiences and guided conversations.
- Support emotional and social development by promoting healthy coping strategies and life skills.
- Participate in the development and implementation of individualized case plans.

- Encourage healthy decision-making and substance-free living.

#### Administrative & Collaborative Duties:

- Coordinate closely with probation officers and court staff to develop goals and track progress.
- Maintain accurate, timely documentation of services, including activity logs and progress notes.
- Submit bi-weekly invoices for compensation.
- Attend initial training and ongoing professional development opportunities provided by the court or partner agencies.
- Utilize resources from the National Mentoring Resource Center and other relevant organizations.
- Participate in monthly case reviews and quarterly check-ins as scheduled.

#### Qualifications

- Must be 21 years of age or older.
- Experience working with at-risk youth in education, social work, mentoring, or related fields.
- High school diploma or GED required; higher education in social work, education, or counseling preferred.
- Strong interpersonal and communication skills.
- Ability to work independently while collaborating with court and community staff.
- Must pass a drug screen.
- Must pass a criminal background check.
- Flexible schedule with availability before/after school hours and occasional weekends.
- Reliable transportation and willingness to travel throughout Presque Isle County.

#### Working Conditions

- Locations may include public schools (Onaway, Posen, Rogers City), libraries, community centers, or parks.
- Travel within the county is expected and may be reimbursed for pre-approved activities.
- May involve evening or weekend hours, depending on the needs of assigned youth.
- Hybrid (in-person and virtual) service delivery may be allowed where appropriate.

#### Program Outcomes

- Increased school participation and academic success.
- Improved home and school behavior.
- Enhanced emotional well-being, self-confidence, and self-awareness.
- Development of positive, lasting relationships with trusted adults.
- Engagement in healthy, value-aligned community activities.

## Community Partnerships

Opportunities for youth enrichment may include collaborations with:

- Thunder Bay National Marine Sanctuary
- Presque Isle County Libraries
- Art in the Loft
- Alpena Community College
- Industrial Arts Institute
- Thunder Bay Community Health Services
- Rogers Theater
- Alpena Boys and Girls Club Mentoring Program
- Indoor golf simulators, chess clubs, volunteer programs, and more