

## **PRIMARY PURPOSE + FUNCTION**

Assist with a broad spectrum of support, coordination and communications for the mentoring program.

## **QUALIFICATIONS + EXPERIENCE**

- Minimum 1 year of previous experience in coordinating and managing program teams
- Bachelor's level education in Social Work or other human services field
- Ability to speak, read and write in Spanish strongly preferred
- Proven skill in organization including the ability to prioritize, manage, and follow through with multiple and simultaneous demands
- Proven ability to interact in effective and constructive ways with a variety of individuals in a variety of settings
- Effective skills in leading and caring for volunteer leaders both relationally and administratively
- Ability to work independently and self-directed but with an attitude of healthy interdependence on others
- Demonstrated passion for excellence in both verbal and written communications
- Prior experience within a youth development and/or mentoring program preferred

## **SPECIFIC RESPONSIBILITIES**

1. Managing the Mentor Center and mentor/student relationships
  - Assist in recruiting, screening and training mentors and other volunteers
  - Monitor and support a caseload of mentor matches
  - Serve as a connection point and host in the Mentor Center during scheduled times
  - Schedule the mentoring hour with mentors/students/teachers
  - Be present for the first introduction between new mentors and students as assigned
  - Build a cohesive team of support, including the mentor, around each student through regular communication with parents, teachers, mentors, students and other supports/resources
  - Refer mentors to appropriate resources
  - Inform mentors of school activities
2. Managing folders and data from mentor/student relationships
  - Maintain Student and Mentor files
  - Manage Progress Reports
  - Update MentorCore and other data management systems
3. Organizing and supplying Mentor Centers
  - Organize the Mentor Center Library and growing mentor resource files
  - Organize game/supply cabinets
  - Purchase supplies for Mentor Center as needed
  - Maintain/clean Mentor Center
4. Managing programs that support the mentoring relationship and advance the mission of the organization
  - Plan and participate in program events [i.e., Mentor Trainings, Craig's Cruisers, and Spring Picnic]
  - Manage the Events and Special Projects Volunteer teams
  - Create and implement opportunities for mentoring activities that support student's educational and socio-emotional growth [i.e., bimonthly crafts, creative play activities, literacy skill building activities/resources]
5. Assisting in the evaluation of the mentoring programming working with the Executive Director, Site Coordinator and contracted evaluators
6. Assisting with other tasks and projects as they arise and are assigned by the Executive Director or Site Coordinator.

## **POSITION DETAILS**

<i>Supervisor:</i>	Executive Director
<i>Position Status:</i>	Hourly
<i>Office Hours:</i>	approximately 24 hours per week