



POSITION DESCRIPTION

Site Coordinator

PRIMARY PURPOSE + FUNCTION

Develop and maintain the Affinity Mentoring Program at the designated school partner site(s). Provide on-site mentor and student support and facilitate communication between mentors and their students, parents and school staff.

QUALIFICATIONS + EXPERIENCE

- Minimum 2 years of previous experience in coordinating and managing program teams
- Proficiency in Spanish required
- Bachelor's level education in Social Work, education or other human services field preferred
- Demonstrated passion for excellence in both verbal and written communications
- 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 volunteers both relationally and administratively
- Ability to work independently and self-directed but with an attitude of healthy interdependence on others

SPECIFIC RESPONSIBILITIES

1. Develop and maintain relationships with key stakeholders [School Staff and Community-School Partners]
 - Participate in the Community School Leadership Team
 - Collaborate with other Community School Partners to impact the mentoring program and school community
 - Engage local businesses and organizations in serving the school through mentoring and other opportunities
2. Recruit and screen mentors and program support volunteers
 - Work with community partners and the Affinity Mentoring team to develop and implement an annual volunteer recruitment plan
 - Screen volunteers according to program and best practice standards (conduct interviews, background checks, etc.)
 - Train volunteers according to program standards and mentoring best practices
 - Coordinate the matching of mentors with students
3. Managing the Mentor Center and mentor / student relationships
 - Serve as the main connection point and the face of the Mentor Center
 - Schedule mentoring hour with mentors / students / teachers
 - Be present for the first introduction between new mentors and students
 - Monitor attendance and notifying matches of absences
 - Develop relationships with parents of students
 - Refer mentors to appropriate resources
 - Supervise and support mentor matches including problem solving and crisis management
 - Develop the team of support for each child through regular communication and planning with the teacher, parent, student and mentor
 - Create and send a monthly newsletter to program participants
4. Managing folders and data from mentor / student relationships
 - Maintain Student and Mentor files including documenting match activities and progress
 - Manage Progress Reports



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- Update MentorCore and other data management systems as necessary
- 5. Organizing and supplying Mentor Center
 - Organize the Mentor Center Library and Mentor Resource files
 - Organize game / supply cabinet, purchasing supplies as needed
 - Maintain / clean Mentor Center
- 6. Managing programs for the mentoring relationship and/or program development
 - Offering activities for matches to participate in [i.e., Crafts, "Get Caught Reading" program, creative play activities]
 - Plan and attend program events at assigned site[s] (i.e., Adventure Day and Spring Picnic)
 - Supervise and monitor School Based Plus Matches in accordance with program policy
 - Participate in Affinity Mentoring events and assist in the advancement of the organization [i.e., participate in the annual awareness and fundraising event(s)]
- 7. Assisting in the evaluation of the program working with the Executive Director and contracted evaluators
- 8. Assisting with other tasks and projects as they arise and are assigned by the Executive Director

POSITION DETAILS

<i>Supervisor:</i>	Executive Director
<i>Position Status:</i>	Hourly
<i>Salary Range:</i>	\$14-18/hour commensurate with education and experience
<i>Benefits:</i>	Benefits package includes Paid Time Off, Holiday Pay, Retirement plan with employer match
<i>Office Hours:</i>	24 hours per week expected Most hours will be between 8a-5p Occasional evening or weekend events required