



## 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 students, parents and school staff.

## QUALIFICATIONS + EXPERIENCE

### Required

- High School diploma or equivalent
- 2+ years experience in case management, volunteer coordination, program management, or similar experience
- Able to pass all required background checks and follow all organizational policies and procedures, as well as school specific policies and procedures
- Strong organizational skills 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 diverse range 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
- Successful verbal and written communication skills
- Clear track record of empathic and respectful interactions with diverse communities, and examples of honoring individuals' identities including spoken language, family practices, orientations and preferences, place of origin, etc.

### Preferred

- Bilingual in Spanish/English (Spanish required depending on school site)
- Previous connection, experience, and networks with the local community surrounding and/or involved in the specific school site

## SPECIFIC RESPONSIBILITIES

### Relationships with Key Stakeholders

- Participate in student-oriented meetings and leadership teams
- Collaborate with community partners at your school site
- Engage local businesses and organizations participating in mentoring
- Participate in school events
- Engage with school staff and teachers to help create support and understanding around mentoring
- Maintain excellent relationships and strong communication with school staff and teachers
- Maintain regular communication and actively develop relationships with mentee families

### Recruiting, Screening, Matching, and Training

- Participate annually in mentor recruitment
- Conduct screening and interviews for mentors according to best practices

- Plan and conduct initial, yearly, and regular mentor training
- Match mentors and mentees
- Receive regular feedback from mentors and adjust programming accordingly
- Obtain and keep up to date records of all required paperwork and intake data

Managing the Mentor Center and Site Specific Mentoring Program (whether mentoring takes place in-person, hybrid, or virtually)

- Be the main point of contact for Site
- Keep up to date and accurate scheduling for mentoring between mentors, students, school staff, and guardians
- Facilitate relationship building between mentees and mentors
- Monitor and communicate attendance
- Complete referrals, CPS reports, and identify needed resources to support the mentoring relationships, as well as students and families
- Comply with all local, state and federal laws regarding working with minors and mandated reporting
- Maintain a clean, healthy, organized, and appealing Mentoring Center space, and follow all school cleaning protocols
- Provide suggestions and resources for matches to do during their mentoring sessions

Collecting and Managing Data

- Keep up to date and accurate data on your mentoring site and matches, including surveys, questionnaires, permission forms, and qualitative and quantitative statistics at minimum on a biweekly basis
- Complete and review Progress Reports weekly

Supporting and Leading Additional Activities and Events

- Participating in fundraisers and development events as requested
- Providing photos, videos, write ups, and information for monthly mentor newsletters and the Mentoring Resource Facebook page
- Participate in planning and executing programming specific events (ie. Adventure Day, picnics, etc.)

Additional

- Supervise, train, and work with interns, as requested
- Attend and actively participate in regular Programming Team Meetings
- Attend and actively participate in regular Team Meetings
- Attend regular individual supervisory meetings
- All teammates will regularly engage in introspection and conversation about power dynamics related to oppression and privilege, for example conversations about race, different abilities, sexual orientation, gender identity, language, country of origin, and more. Affinity Mentoring understands that we are all learning and growing, but the work we do requires us to continually engage in these conversations.
- All teammates will actively work to uphold, promote, and fulfill the mission and vision of Affinity Mentoring



- **Our Mission is to** facilitate equitable growth in academics, social emotional skills, and self-esteem through mutually beneficial mentoring relationships. We believe in cultivating a brave space that amplifies the voices of young agents of change in a diverse and inclusive community
- **Our vision is to** be a leading nonprofit for fostering belonging alongside young people, families, and community

#### POSITION DETAILS

*Reports to:* Program Director  
*FLSA Status:* Hourly (Salaried once 40 hours is reached)  
*Position Status:* 30 - 40 hours (depending on site)  
*Starting Salary:* \$18 - \$20/hour (or \$37,000-\$41,000 if salaried)  
*Benefits:* Retirement plan with match, Employee Assistance Program and generous Paid Time Off (once 32 hours/week is reached, benefits include Medical and Dental Insurance, Short and Long Term Disability Plans)

#### EQUAL OPPORTUNITY EMPLOYMENT:

Affinity Mentoring seeks to insure and provide equal opportunity for all persons seeking employment without regard to race, color, nationality, religion/culture, gender identity/expression, sex, marital status, sexual orientation, socioeconomic status, military status, or disability.