

Mentor Program Coordinator Position Description

Title: Mentoring Coordinator

Employer: Community-Based Organization or a Community Collaborative

Responsibilities:

Coordinator's duties include but are not limited to the following:

- Forms a strong collaboration with the partner organizations, which includes signing written agreements that outline the program parameters and expectations among the partners and appropriate officials representing each of them;
- Acts as liaison between organizations providing the mentors, the mentees and/or resource people;
- Oversees and assists with participant recruitment, screening, training, matching, support, supervision, recognition and closure activities for mentors and children;
- Secures all parent consent forms and mentee applications (may work with partners such as teachers or school liaison workers to secure consent);
- Prepares and provides training materials for mentor training events;
- Organizes initial and ongoing support and training sessions for mentors and mentees;
- Oversees and manages program on-site;
- Provides guidance to mentors and children to ensure that both have an enriching mentoring experience;
- Monitors the matches to make sure they are meeting everyone's needs
- Organizes orientation sessions and/or connects with families and children to outline the program, goals, procedures and events;
- Plans and promotes the kickoff event and ensures that mentors, parents and children are aware of event particulars;
- Maintains records of attendance and outcomes for mentors and mentees. Notifies mentors when mentees will not be present during sessions or vice versa;
- Creates and oversees implementation of ongoing marketing and mentor recruitment plans;
- Communicates with supervisor on a weekly basis concerning site or individual issues or new projects;
- In collaborations reports to the steering or advisory committee in a regular basis
- Contributes to program evaluation efforts.

Qualifications:

- Bachelor's degree with emphasis in social work, education or early child development;
- Two or more years of experience in youth development in community organizations;
- Exceptionally strong organizational, interpersonal and communication skills;
- Demonstrated creativity, flexibility and comfort in working with diverse populations; and,
- An understanding of and commitment to a strength-based approach.

