

MENTORING COORDINATOR JOB DESCRIPTION

Position Title: Mentoring Coordinator
Program/Department: Youth Programs
Immediate Supervisor: Director of Youth Programs
Work Hours: Full-time (40 hours per week)
Benefits: Health/Dental/Vision/Retirement

JOB DESCRIPTION:

Responsibilities include but are not limited to the following:

- Must promote a positive / professional attitude to all Volunteer for Youth Justice employees, volunteers, business partners, and clients.
- Employee will have a reliable and constant presence at work.
- Recruit, interview, and screen volunteers to serve as mentors in the GEMS & GENTS Mentoring and Leadership Program.
- Lead the orientation and training of new volunteers for the GEMS & GENTS Mentoring and Leadership Program.
- Provide a GEMS & GENTS Mentoring orientation for mentees and their parents and schedule periodic activities involving the parents of mentees.
- Attend and supervise group events for GEMS & GENTS mentees and mentors.
- Recruit community presenters for the GEMS & GENTS Mentoring and Leadership sessions.
- Coordinate, schedule, and facilitate mentee/mentor match meetings.
- Make contact with mentors at least twice monthly to offer support.
- Follow-up with mentees regularly to gain feedback to assess their satisfaction with the GEMS & GENTS Mentoring and Leadership Programs and their assigned mentor.
- Conduct assessment of mentee discipline, academic, and attendance records no less than every nine-week school reporting period.
- Coordinate school-based Leadership initiatives at designated schools including, but not limited to, attending planning meetings and creating a meeting calendar for students.
- Plan and facilitate workshops with Leadership students.
- Plan a field trip and activities calendar for the Leadership students.
- Provide weekly, monthly, and quarterly program statistics for grant reporting.
- Submit a written report on school-based program outcomes every nine-week grading period.
- Implement recognition activities for program participants and volunteers.

QUALIFICATIONS:

- A bachelor's degree in social services or related field.
- Job experience may be substituted for degree.
- Must have facilitation experience.
- At least 2 years' experience working with youth.
- Must be proficient with Microsoft Office applications.
- Must possess excellent verbal and written communication skills.

REV. 8.8.2024