



## **POSITION DESCRIPTION**

**Title:** Mentoring Coordinator

**Reports to:** Director of Operations

**Wage:** \$14-\$17/hour

**Location:** Berlin & Green Lake

### **Job Summary:**

The Mentoring Coordinator is responsible for implementing and organizing the Mentoring Program which supports the development of successful relationships between at risk Club members and other selected community youth who are matched with adult volunteers that serve as mentors. Responsibilities include recruiting, onboarding, training, and scheduling volunteer mentors on a one to one basis, as well as interviewing youth and their families, matching mentees with mentors, and tracking progress of youth involved in the program. This position is responsible for meeting established grant outcomes and for developing and providing an educational enrichment atmosphere where youth fulfill their potential for social-emotional learning, academic growth, and personal wellness with an individual plan for success. This is a part-time position averaging 20-30 hours per week and reports to the Director of Operations. This position will work out of our Green Lake and Berlin Club Sites, in addition to working closely with those school districts.

### **Qualifications:**

- Bachelor's degree from an accredited college or university in a related field of study is preferred.
- Demonstrated ability to work with program teams, at risk youth, parents and community leaders.
- Strong organizational skills.
- Strong communication skills, both verbal and written.
- Ability to act with sensitivity and empathy for clients.
- Ability to maintain strict confidentiality.
- Ability to work independently with limited supervision.
- Experience in establishing and leading programs, activities and services for at risk youth.
- Proven ability to motivate youth and manage behavior problems.
- Proven ability to attract, train, supervise, and motivate volunteers and mentors.

- Familiarity with the surrounding communities is preferred.
- Proven ability to organize and supervise members in a safe environment.
- Commitment to role model and promote a lifestyle of health, wellness and fitness.
- Comfortable with public speaking for large audiences.
- Must have a valid driver's license, a good driving history and a willingness to travel locally
- Mandatory CPR and First Aid Certification, or willingness to obtain.

**Job Responsibilities:**

- Recruit, train, supervise and motivate adequate volunteer mentors for one to one relationships.
- Work with the Director of Operations to build and nurture community partnerships to help support the Mentoring Program.
- Conduct interviews of mentors and mentees
- Set up matches based on similarities of youth and mentors in hopes of longevity and success.
- Create an environment within the Berlin and Green Lake Club Sites for matches to thrive.
- Plan and execute group field trips/outings.
- Support the planning and execution of recognition and recruitment events.
- Administer surveys and complete all data collection for the program.
- Maintain efficient and effective record keeping procedures.
- Communicate effectively with youth, parents, volunteers, peers, and the community.
- Model professional and ethical standards.
- Ensure that student growth and achievement is continuous and appropriate based on measurable outcomes of grants associated with the Mentoring Program.
- Meet professional obligations and deadlines through effective time management.
- Track and measure outcomes to meet strict grant deliverables.
- Serve as a Mandated Child Abuse Reporter.

**Physical and Mental Requirements:**

- High energy level, comfortable performing multi-faceted projects.
- Good vision and hearing necessary to complete tasks.
- Must be able to stand or sit for extended periods.
- Must be able to climb stairs.
- Must be able to lift a minimum of 50 lbs.
- Must be able to function in a fast paced and noisy environment.
- Must be able to think clearly and concisely.
- Must be able to drive.

**Disclaimer:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Supervisor Date

Reviewed by: \_\_\_\_\_  
CEO Date