

Coordinator Job Description

Best Practice Resources – Program Operations

This sample document can be modified to fit the context of your specific mentoring program. A job description should be provided to potential and existing employees, utilized during the performance review process, and reviewed to reflect program functions annually.

Mentor Coordinator Position Description

Title: Mentor Coordinator 1

Employer: Generic Mentoring Program

Goals: Match adult volunteers to students in their area with similar interests. Create and support mentoring relationships that last for a minimum of one year and help students to build self-esteem, social skills, and a positive connection to the academic setting.

Supervisor: Program Manager

Position Description: The Mentor Coordinator is responsible for managing the relationship development process for 30 one-to-one, community based mentoring matches. This involves managing the recruitment, screening, training, matching and supervision of adult and youth program participants. Responsibilities also include building rapport with participants and families, developing and administering trainings, providing basic case management support, and supporting monthly group activities.

Responsibilities include but are not limited to:

- Provide on-going relationship development support to volunteer mentors and youth
- Oversee and assist with participant screening, training, matching, support, supervision, recognition and closure
- Provide direct service case management support to children and families
- Maintain detailed and accurate participant files including screening results, records of attendance and participant outcomes
- Facilitate orientations to outline program goals, procedures and expectations for mentors, parents and youth
- Design, coordinate, budget and supervise monthly program events and group activities
- Review research-based best practices and support continuous improvement efforts in the area of program operations
- Network and build partnerships with other organizations to streamline resources for program participants
- Enhance and revise community outreach materials to reflect the goals of the program and participant eligibility
- Solicit, recruit, and screen potential volunteers to serve as mentors for youth ages 5-18 in target schools
- Strategize with mentoring team staff to develop sustainable program components to enhance services for both clients and volunteers

Qualifications:

- Bachelor's degree with emphasis in social work, psychology or education
- Two or more years of experience in youth development in community organizations
- Highly motivated, self-starter with strong work ethic
- Strong project management skills such as developing timelines, organizing and coordinating meetings, reporting progress, and managing multiple deadlines
- Excellent computer skills on Microsoft Office. Database experience a plus
- Exceptionally strong organizational, and interpersonal communication skills
- Demonstrated creativity, flexibility and comfort in working with diverse populations
- Interest in staying in the position for at least two years
- Current driver's license, vehicle access, valid insurance and willingness to travel regionally for work
- Ability to pass a federal background check

Signature

Date

Supervisor Signature

Date