

Mentoring Coordinator Job Description

Title: Mentoring Coordinator
Location: Communities In Schools Central Office
Reports To: President and Chief Executive Officer
Status: Full-time, 40 hours per week

This is a 12-month position that is contingent upon the availability of grant funding and a satisfactory annual performance review.

Responsibilities

Responsible for overall management of the Mentoring Program, the Mentoring Coordinator is charged with recruiting, training, matching, and retaining mentors for our school-based youth mentoring program, which is funded through the local Juvenile Crime Prevention Council as a diversion program.

Essential Functions

- Recruit, train, and retain community-based mentors
- Meet with referred youth mentees and their families, establishing a rapport of communication and trust
- Establish goals for mentees
- Match mentors with youth mentees
- Supervise matches based on program guidelines and requirements
- Facilitate virtual small groups
- Maintain mentor/mentee files, ensuring that all paperwork is accurate and complete
- Enter program data into NC ALLIES
- Adhere to all funder policies and procedures for the program, ensuring that the program remains in compliance
- Raise awareness of the Mentoring Program in the community through networking and community event participation, fostering community and volunteer relationships that are beneficial
- Coordinate monthly activities/events for mentees on waiting list
- Coordinate annual mentor/volunteer recognition event
- Attend monthly Juvenile Crime Prevention Council meetings and provide a program report
- Work collaboratively with other Communities In Schools staff to ensure mentees are enrolled in the Communities In Schools program and remain on track to graduate on time
- Attend required trainings
- Other duties as assigned

Qualifications

A bachelor's degree in counseling, education, human services, social work, or a related field as well as a minimum of two years of experience working with at-risk youth or groups of students is required. Sensitivity to and strong concern for the needs of children, youth, and their families; technological proficiency in the Microsoft Office Suite as well as web-based computing; strong interpersonal, communication, and public-speaking skills; autonomy; and criminal background check required. Connection to the local community preferred.

Interested applicants should send a cover letter and résumé, including three current professional references, to Heather Bridges Moore at heather@cisofclevelandco.org. Application review will begin immediately, and the position will remain open until filled.

The mission of Communities In Schools of Cleveland County is to surround students with a community of support, empowering them to stay in school and achieve in life.