



**MENTORING PROGRAM COORDINATOR
POSITION DESCRIPTION**

TITLE:	Mentoring Program Coordinator	FLSA STATUS:	
DEPARTMENT:	Family & Youth Initiatives Chaffee County Dept of Health & Human Services	DATE:	February 1, 2010
Hours:	1 FTE/ 40 hrs per week / year-round Flexibility needed to work some weekends and evening hours.	CLOSING DATE:	February 12, 2010
		TO APPLY:	Submit cover letter, resume, and 2 letters of reference

GENERAL STATEMENT OF DUTIES:

Chaffee County Mentors Coordinator is responsible for implementing two programs including “Youth in Action” Cross-age peer mentoring between middle school youth and Head Start/preschool children, as well as managing community-based adult-youth mentoring matches.

QUALIFICATIONS:

This position requires a motivated, highly organized and personable “self starter” capable of working independently and managing a variety of projects. Desirable skills include: background in education (especially experiential education), demonstrated ability to work effectively with diverse youth in mixed-age groups (pre-school through high school), demonstrated ability to work in a strengths-based fashion with parents and families, volunteer management, proficient computer skills (word processing, Excel, online database), graphic design (Publisher and photo management), strong verbal and written communication skills. Familiarity with social work, substance abuse prevention, conflict resolution, and foster care are a plus. Applicant should also possess the ability to work independently, take initiative, lead and manage projects, and be an effective team member. The position requires the ability to travel county-wide and have a flexible schedule for group activities, family and mentor intake, trainings, and community events (involving working many evenings and at least one weekend a month). Established community connections are a plus.

This a grant funded position and continued employment is dependent on available funding as determined on a fiscal basis.

ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The Board, Social Services Director, Family & Youth Initiatives Supervisor and/or Chaffee County Mentors Manager reserves the right to modify or change the duties or essential functions of this job at any time.

Position Responsibilities

OVERALL

- Maintain the integrity of prevention philosophy of the organization
- Maintain confidentiality of all enrolled youth and families
- Support manager in all aspects of the program

YOUTH IN ACTION – CROSS-AGE PEER MENTORING

- Develop experiential, place-based, literacy-based curricula targeting measures in youth pre- and post-tests
- Recruit and train middle school mentors and pre-school mentees
- Prepare all program materials
- Manage Youth In Action budget
- Lead weekly after-school program in Salida and Buena Vista in collaboration with school districts
- Supervise six part-time staff

COMMUNITY-BASED VOLUNTEER MENTORING PROGRAM

- Act as resource for all volunteer mentors
- Recruit mentors and mentees
- Orient and train youth and mentors in all aspects of the projects
- Provide field support to mentors and program families

EVALUATION / TRACKING

- Day to day management of the program, including database on youth and evaluation tracking
- Keep records of all program activities, costs and attendance
- Keep on-going records and maintain files on all youth and mentors in the project

GROUP ACTIVITIES

- Design activities to introduce youth to community resources and recreational opportunities in and around Chaffee County
- Conduct and arrange group activities, including calling families to remind them of times & dates and work with transportation needs
- Support Program Manager on organizing and facilitating group activities, including providing structure and shared authority
- Assist manager in orchestration of monthly mentor development trainings and life skills trainings for program youth

COMMUNITY RELATIONS / MARKETING & FUNDRAISING

- Facilitate informational and recruitment presentations to civic, faith, and local business groups and at community events

- Develop and maintain appropriate linkages and referral systems for program participants
- Meet regularly with community agencies and build complimentary partnerships
- Assist in organizing and operating all aspects of annual fundraising event in June
- Assist in creating and distributing program materials including monthly newsletter and event posters using Publisher
- Assist with website design and updates, as needed

EDUCATION & EXPERIENCE:

Minimum Education: College Degree required. Minimum of 2 years experience with youth development programs, including training and group facilitation. Background in education and social work preferred. Experience in volunteer recruitment, training and coordination. Proven customer service skills and proficiencies with Internet and MS Office: Word, Excel, PowerPoint and Publisher. Ability to work independently, lead and manage projects, and be an effective team member. Spanish fluency a plus. Excellent verbal and written communication skills. Ability to travel county-wide and have a flexible schedule for group activities, family and mentor intake, trainings, and community events.

REPORTING RELATIONSHIPS:

This Position Reports to: Chaffee County Mentors Program Manager

This Position has Supervisory and/or Management Responsibility for: Volunteer Mentors, Youth In Action Contract Staff

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of office procedures and equipment
- Ability to communicate verbally and in writing in a clear and concise manner
- Ability to interact with the public in a professional and positive manner

SCOPE OF INTERPERSONAL CONTACTS:

Relationships are with mentors/mentees, school personnel, and resources in the community

MATERIAL AND EQUIPMENT USED:

Computer, printer, fax, copy machine, telephone, and other office equipment

WORK ENVIRONMENT:

Work is generally confined to a standard office environment. Noise level is generally moderate.

Employee may be exposed to:

- Conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation that affect the respiratory system, eyes, or the skin.
- Possible bodily injury from recreational activities, transportation accidents, moving mechanical parts of equipment, tools, or machinery.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

Mobility:

- Stands 5% of the time, walks 10% of the time, and sits 85% of the time.
- Ascends or descends ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs or hands and arms.
- Maintains body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
- Bends body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
- Bends legs at knees to come to rest on knee or knees.
- Bends body downward and forward by bending legs and spine.
- Reaches, extending hand(s) in any direction.

Lifting:

Exerts 20 to 25 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than a negligible amount up to 10 pounds of force constantly to move objects.

Dexterity:

- Handles, seizes, holds, grasps, turns, or otherwise works with hand or hands.
- Fingers, picks up, pinches, or otherwise works primarily with fingers rather than with the whole hand or arm.

Vision:

The vision requirements for this position are as follows:

- Close vision (clear at 20 inches or less).
- Distance vision (clear at 20 feet or more).
- Color vision (ability to identify and distinguish colors).
- Peripheral vision (ability to observe an area that can be seen up and down or to the left or right while eyes are fixed at a given point).

Communications: Individual must be able to clearly understand the English language and be understood while speaking the English language. Bi-lingual capability a plus.

Driving: Ability to operate a motor vehicle