JOB TITLE: Mentor/Volunteer Specialist

STATUS: Exempt

REPORTS TO: Director of Communications

TERMS: 215 days/Non-Contract

DEPARTMENT: Communications

PAY GRADE: AB 102

PRIMARY PURPOSE:
Organize the district’s mentor program, with responsibility for collaboratively working with the Director of Communications and Coordinator for Guidance Services, as well as campus staff, for marketing, recruitment, training, programming, and support for the district-wide mentor programs. Recruit, train and screen adult volunteers, matching them one-to-one with youth in the district.

QUALIFICATIONS:

Education:
Bachelor’s degree; with emphasis in education, social work, psychology, volunteer management and/or school counseling

Special Knowledge/Skills:
Strong organizational, communication and interpersonal skills
Ability to work with local faith, civic and business organizations
Proficiency in MS Word, Excel, Access, PowerPoint
Ability to maintain organized database of mentor/mentee assignments
Ability to develop and deliver training

Experience:
3+ years’ experience working in education or with school-based mentor programs and youth development

MAJOR RESPONSIBILITIES AND DUTIES:
1. Develop and implement district mentoring program, including policies and procedures.
2. Oversee and manage district-wide mentoring program; serving as district program manager for campus mentoring liaisons/counselors.
3. Organize mentor orientation/training sessions that outline goals and procedures.
4. Provide guidance to mentors and children to ensure both have an enriching experience.
5. Communicate with district personnel and community members to understand mentoring program goals and objectives; enlisting their support and involvement.
6. Promote mentoring in schools by increasing public awareness through networking with business and community organizations, providing information for press releases and newsletters, and organizing recognition events.
7. Perform and oversee participant screening, training, matching, support and closure activities.
8. Develop and maintain mentor program website.
9. Maintain confidentiality with regard to mentor and mentee information.
10. Create and maintain updates to mentor manual/handbook.
11. Create mentor program brochures, flyers and other program marketing materials.
12. Collaborate with campus mentor program liaison to monitor student performance and mentor/mentee relationship.

13. Conduct ongoing communication and provide ongoing support for mentors.

14. Attend community events and meetings to share information regarding mentoring program and recruit mentors.

15. Manage volunteer efforts within the district.

16. Attend district PTA meetings and work with campus PTAs.

17. Assist with United for Kids community meetings.

18. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:
Ability to communicate effectively (verbal and written), interpret policy and procedures; maintain emotional control under stress.

Physical Demands/Environmental Factors:
Frequent district travel; frequent prolonged and irregular hours; moderate standing, walking, and bending; occasional lifting up to 35 lbs.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above.

______________________________
Printed Name

______________________________
Signature

______________________________
Date