

**Cincinnati Youth Collaborative (CYC)**  
Corporate Office: 301 Oak Street, Cincinnati, Ohio 45219

### **Job Description**

**Position Title:** Mentor Coordinator

**Background:** CYC Mentoring matches caring adults with Cincinnati Public School students (grades 2-12) to help them stay in and graduate from school, improve their self-esteem and interpersonal relationships, and encourage post-secondary pursuits that lead to life success.

**Reports to:** Mentoring Manager

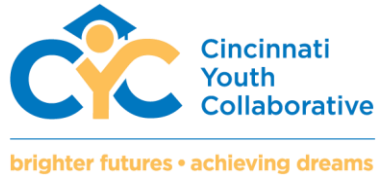
**General Responsibilities:** The Mentor Coordinator is responsible for maintaining a high standard of excellence in mentoring and support services to vulnerable youth. The Coordinator is responsible for meeting operational goals and objectives, including recruitment of mentors and mentees. The Coordinator will also maintain an ongoing evaluation protocol, including required documentation and data collection.

#### **Specific Duties and Responsibilities:**

- Coordinate and maintain successful mentoring programs at assigned schools
- Development of an annual plan, goals and objectives with Mentoring Manager including minimum number of annual required matches
- Work with assigned school staff to identify students who qualify and will benefit from a mentoring relationship with a caring adult
- Obtain signed appropriate forms before matching students with volunteers
- Provide ongoing monitoring of and support for mentor-mentee relationships (including parental involvement).
- Consistent communication with both mentors-mentees, at a minimum, on a monthly basis
- Monthly reports provided to the Mentoring Manager
- Collection and evaluation of data.
- Ability to analyze data and use it for continual improvement.
- Answer correspondence and inquiries
- Assist in other programmatic functions as required, such as special events, to support the program
- Ensure adherence to program policies and other requirements
- Perform other duties as necessary

#### **Professional Development**

- Maintain the highest standards of ethical conduct and practice in day to day interaction
- Adhere to professional standards of confidentiality at all times
- Attend assigned meetings and consult with immediate supervisor on a regular basis
- Attend CYC sponsored/required training and in-service sessions as scheduled
- Keep apprised of best practices related to the mentoring field



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**Qualifications:**

- Bachelor's Degree or equivalent combination of education and experience in mentoring or youth related programs
- Experience with mentoring programs
- Strong and responsive customer service skills
- Excellent interpersonal, oral, and written communication skills
- Excellent organizational skills, time management skills and ability to effectively balance and integrate task-oriented and process-oriented responsibilities
- Proven success in working with diverse populations (students, parents, volunteers, school staff, corporate representatives) in a variety of settings, including those from low-income and/or urban backgrounds

**Knowledge, Skills and Abilities**

- Excellent organizational skills
- Strong interpersonal and time management skills
- Ability to practice principles of good and responsive customer service
- Ability to motivate and influence others
- Team player
- Project management and problem solving skills
- Ability to effectively communicate the work of CYC to the community
- Ability to develop strong mentor curriculum and presentations.
- Self-starter with the ability to work independently with limited supervision
- Professional image
- Strong background with Microsoft Office Suite, Outlook and other applications and other applications

**To Apply:** Qualified interested candidates may apply in confidence by submitting cover letter, resume, and salary range, as well as completion of the online application (<http://www.cycyouth.org/employment-opportunities/>) to:

Janet Ziegler  
Human Resources  
[hr@cycyouth.org](mailto:hr@cycyouth.org)

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