

Job Description

Position Title: Site Based Mentor Coordinator

Reports to: CYC Mentoring Manager

Background/Position Summary: CYC is currently seeking a part-time (25-35 hours a week) Mentor Coordinator. This individual must be goal-oriented and self-motivated in order to manage and facilitate a college based mentoring program. Under leadership of the CYC Mentoring Program Manager and onsite supervision provided by University of Cincinnati Blue Ash (UCBA) faculty, this individual will be responsible for providing onsite leadership and coordination of mentoring services for qualified UCBA students in the UCBA Academic Achievement Scholars program (AASP).

Essential Job Functions, Duties & Responsibilities:

- Recruits (from faculty, alumni, local/regional professional communities and students) coaches who will serve as mentors for student participants.
- Provides training and on boarding to coaches in the areas of mentoring principles and skills, processes, and tools.
- Serves as the main point of contact for coaches and mentees.
- Coordinates events and activities for mentees and coaches.
- Works with internal and external stakeholders, to help build a supportive and sustainable culture around the program.
- Compiles and analyzes program data for effectiveness, reporting and continuous improvement.
- Coordinates further scaling up of program on an annual basis.
- Stays apprised of national and regional trends and best practices.

Qualifications:

- Bachelor's Degree or equivalent combination of education and experience in mentoring or youth related programs.
- Experience with mentoring programs preferred.
- Experience with recruiting and managing volunteers preferred.
- 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 in a variety of settings, including those from low-income and/or urban backgrounds.
- Experience with data management with analyzing and reporting.

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

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