



Cincinnati Youth Collaborative College and Career Mentor Coordinator

Position Title: College & Career Mentor Coordinator, TRIO Talent Search

Background: In an effort to continually support our students through the use of innovative and creative methods, CYC TRIO Talent Search and Mentoring are partnering to provide an extra layer of support to Cincinnati Public High School students. Mentoring works to provide mentoring services from 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. Talent Search works with primarily low-income and potentially first-generation college students (grades 7-12) to provide access to and through higher education.

Direct report to: Manager, College Access

Indirect report to: Mentoring Manager

Collaborates with: Talent Search College and Career Success Advisors, High School Administration, CYC Volunteer Manager, Other Community Organizations

General Responsibilities: The College & Career Mentoring Coordinator is responsible for implementing and maintaining CYC's College & Career Mentoring strategy at the five (5) TRIO Talent Search high schools. The Coordinator is responsible for meeting operational goals and objectives, including recruitment of mentors and mentees, curriculum development and management, and special projects as assigned. 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 high schools (Grades 7-12) in support and alignment of Talent Search grant benchmarks
- Help cultivate a pipeline to CYC's post-secondary mentoring program from high school mentoring relationships
- Continually develop, implement, and manage CYC's College & Career Mentoring strategy within the caseload high schools
- Actively recruit mentors per the needs of the student population and the specific school culture
- Develop an annual plan, goals, and objectives including goal percentage of Talent Search caseload served by mentoring services
- 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 reporting manager(s)
- 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

Preferred Qualifications:

- At least one full year of experience in mentoring or youth related programs
- Experience with secondary school focused mentoring programs
- Experience with recruitment and relationship management
- All minimum qualifications met

Minimum Qualifications:

- Bachelor's Degree 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/ Collaborator
- 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

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. The employee is:

- Able to sit, stand, walk, climb, stoop, kneel or balance with body motor skills sufficient to enable incumbent to move around the environment.
- Digital dexterity and hand/eye coordination in performance of tasks.
- Able to speak and hear.
- Able to lift and move up to 10 pounds and occasionally lift and move up to 25 pounds.
- Able to use hands to finger, handle or feel, and reach with hands and arms.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Able to compare, decide, problem solve, analyze, instruct and interpret.

CYC is an Equal Opportunity Employer

Revised: 10/3/2018, 7/3/2019