



Cincinnati Youth Collaborative Mentor Coordinator

Position Title: Mentor Coordinator

Background: Cincinnati Youth Collaborative (CYC) Mentoring program matches caring adults with students (grades 2 through post-secondary) 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: Corporate and Community Mentoring Manager

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

ELEMENTARY SCHOOL MENTOR COORDINATOR: Coordinates matching students in elementary school and caring adults in a mentoring relationship that focuses on academic success and social emotional competencies (Self-Awareness, Self-Management, Social-Awareness, Relationship Skills, Goal Directed Behavior, Personal Responsibility, Decision Making, and Optimistic Thinking).

MED MENTOR COORDINATOR: Coordinates matching students in grades 2-12 with University of Cincinnati College of Medicine (UCCOM) medical school student in a mentoring relationship that focuses on computer literacy, academic success, and exposure to new opportunities. Coordinator works closely with UCCOM advisory board, student board, and program liaison to ensure the program's success.

GIRLS CLUB MENTOR COORDINATOR: Coordinates matching young girls in 3rd-5th grade with caring female volunteers in a group mentoring setting that focuses on self-care, career explorations, and social emotional competencies (Self-Awareness, Self-Management, Social-Awareness, Relationship Skills, Goal Directed Behavior, Personal Responsibility, Decision Making, and Optimistic Thinking).

COLLEGE AND CAREER MENTOR COORDINATOR: Coordinates matching students in high school with caring adults in a mentoring relationship that focuses on helping students explore a pathway to success after high school that includes Employment in the workforce, Enlistment in the military, or Enrollment in a post-secondary institution.

GROUP MENTOR COORDINATOR: Coordinates matching students with caring adults in a mentoring relationship located in a group setting that focuses of life skills, anti-violence, anti-drug, and social emotional competencies (Self-Awareness, Self-Management, Social-Awareness, Relationship Skills, Goal Directed Behavior, Personal Responsibility, Decision Making, and Optimistic Thinking).

CORPORATE MENTOR COORDINATOR: Coordinates matching students with caring adults from corporations in a mentoring relationship located that focuses of life skills, anti-violence, anti-drug, and social emotional competencies (Self-Awareness, Self-Management, Social-Awareness, Relationship Skills, Goal Directed Behavior, Personal Responsibility, Decision Making, and Optimistic Thinking).

Specific Duties and Responsibilities:

- Coordinate and maintain successful mentoring programs at assigned schools.
- Development of an annual recruitment plan, goals and objectives with Corporate and Community 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 if appropriate).
- Provide ongoing monitoring of and support for organizations and group mentoring partnerships.
- Consistent communication with both mentors-mentees based on program requirements.
- Monthly reports provided to the Corporate and Community Mentoring Manager when required.
- Compiles and analyzes ongoing program data to assess quantity and consistency of relationships, mentor and mentee needs, mentor and mentee satisfaction and program impacts. Provides reporting and data driven suggestions for continuous improvement.
- 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.
- Agency Liaison between community organizations, workplace, school, parents, and families.
- Assist in the development and program structure of the mentoring session.
- Consistent and professional communication with corporate liaison.
- Recruitment of mentors and students who will serve as participants for the program.
- Provide training and on boarding in the areas of mentoring principles and skills, processes, and tools. Training should be carefully and thoughtfully designed, consistent with national best practices in mentoring programs and designed/delivered in collaboration with partners if requested.
- Serves as point person to provide resources, suggestions and problem-solving strategies for mentors and mentees.
- Coordinating events and activities for mentees and mentors if necessary
- Working with internal and external stakeholders provides leadership to build an intensive, supportive and sustainable community and culture around the program.
- Stays actively apprised of national trends and best practices.
- 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.

Qualifications:

- Bachelor's Degree (or equivalent combination of education and experience) in social services, mentoring or youth related programs; experience working with at-risk youth.
- Experience with mentoring programs preferred.
- Excellent human relations, leadership, communication, and program management skills.
- 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.

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 accommodation 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