bernadette's house
empowering female leaders of tomorrow

PROGRAM COORDINATOR
BLOSSOM MENTORING PROGRAM

Role	Program Coordinator	**Team**	Mentoring Program
Reports to	Program Director – Blossom Mentoring	**Supports**	Youth Counselors, Mentors, and Volunteers

JOB SUMMARY

This role supports the year-round mentoring and life skills programming that form the heart of Bernadette's House. Roles require a 1-year minimum commitment. Estimated time commitment is approximately 5–10 hours per week.

The Program Coordinator will coordinate the logistics and communication necessary to run weekly mentoring sessions effectively. This role ensures that mentors and mentees are informed, supported, and equipped to participate fully in the program.

JOB RESPONSIBILITIES

- Prepare and distribute materials and schedules for mentors and mentees
- Track attendance and maintain records of mentor/mentee matches
- Communicate with families about schedules, transportation, and special events
- Coordinate session setup, sign-in, and mentor arrival reminders
- Support the Program Director and mentors during mentoring sessions and events

Sample Tasks:

1. Send reminder emails or texts to mentors before each session with logistical details
2. Set up chairs, refreshments, and supplies for weekly mentoring activities
3. Track mentee attendance and notify the Program Director of absences or concerns
4. Print updated mentor rosters and pairings for the start of a new cycle
5. Create a contact sheet for mentors and mentees for easy communication
6. Follow up with a parent about a mentee's needs or to confirm program participation

QUALIFICATIONS

- Experience in youth support or mentoring environments
- Detail-oriented and dependable; strong administrative skills
- Ability to maintain confidentiality and sensitive records
- Comfortable communicating with parents, mentors, and youth
- Basic proficiency in Google Drive, email, and spreadsheets