bernadette's house
empowering female leaders of tomorrow

PROGRAM DIRECTOR

BLOSSOM MENTORING PROGRAM

Role	Program Director	**Team**	Blossom Mentoring Program
Reports to	VP of Programming & Impact	**Supervises**	Program Coordinator and Youth Counselors (Mentoring)

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 8–10 hours per week.

The Program director will lead and manage the Blossom Mentoring Program by developing a nurturing, structured, and mission-aligned mentoring experience for girls ages 8–17. The Program Director ensures that each mentoring cycle is well-planned, volunteer mentors are prepared, and mentees receive meaningful support and engagement.

JOB RESPONSIBILITIES

- Design a seasonal mentoring calendar including monthly themes, guest speakers, and relationship-building activities
- Recruit, train, and support volunteer mentors in collaboration with the Volunteer & Mentor Coordinator
- Supervise Program Coordinator and Youth Counselors to ensure smooth weekly operations
- Monitor mentee progress and mentor-mentee match quality
- Coordinate with families, schools, and community partners to support participant needs
- Collect and report attendance, engagement, and outcomes data

Sample Tasks:

1. Finalize a 3-month curriculum on topics such as self-esteem, leadership, and communication
2. Facilitate a mentor orientation session and provide activity guides for each cycle
3. Create a spend plan for supplies, event expenses, other materials and tools needed
4. Meet with the Volunteer & Mentor Coordinator to review mentor recruitment goals
5. Host a mid-cycle feedback session with mentees and mentors to assess relationship satisfaction
6. Prepare and submit a summary report of participant progress and mentor engagement to the VP of Programming

QUALIFICATIONS

- Strong background in youth development, mentorship, or social-emotional programming
- Experience coordinating volunteers and leading mentoring initiatives
- Excellent communication and facilitation skills
- Ability to track engagement data and develop simple reports
- Familiarity with trauma-informed practices and mentoring best practices
- **Preferred:** Bachelor's degree (or equivalent experience) in youth development, psychology, education, or social work