

GREAT FUTURES START **HERE.**



Mentoring Coordinator

Title: Mentoring Coordinator

Performance profile source: Youth Development Professional

Department: Programs

Reports to: Director of Club Services

Salary: Based on experience

Status: Flexible part-time hours - approximately 25-28/week, Monday through Friday, with 50% or more of those hours being spent on direct services with youth. Direct Service hours are generally 2:30-6 pm M-F during the school year.

Primary function:

The Mentoring Coordinator works with Club youth and direct services staff to identify mentor-mentee matches. The Mentoring Coordinator recruits, screens, trains, matches, and supervises volunteer and paid mentors with Club youth. The Mentoring Coordinator provides guidance to mentors as they work to build supportive relationships with Club youth.

PRIMARY DUTIES AND RESPONSIBILITIES

- Implement Mentoring Matters Program and meet deliverables for OJJDP Mentoring Grant
 - Define mentoring program strategy and create and administer lessons to support youth with developing targeted skills
 - Ensure that all youth participate in two or more skill-building programs and/or mentoring activities that target their specific risk factors
- Recruit, screen, orient, and provide training to all incoming paid and volunteer mentors
- Maintain and secure a confidential program-related case management system and monitor documentation of mentored youth
- Effectively track required performance measures for youth mentored and accurately report those measures on each required program report
- Provide ongoing support and supervision to mentors, specifically conducting at least once per month one-on-one supervision, as well as ongoing responsiveness to mentor questions and concerns
- Ensure participation in BGCA-approved mentoring training is taking place
- Submit required program reports on time and as assigned
- Provide ongoing education workshops to mentors at least once per quarter throughout the year
- Work with direct services staff to identify youth for the program
- Outreach and communications to increase youth referrals
- Respond to all youth referrals in a timely manner, conduct youth intake, and paperwork
- Plan and implement events for matched youth and their mentors
- Always maintain confidentiality
- Stay abreast of best practices and latest research related to mentoring

Key roles (Essential Job Responsibilities):

Updated 3_2026

Prepare youth for success

- Serves as a role model for participants, mentors, and staff
- Assists participants in appropriate behavior and in developing inter-personal relationships; resolves conflicts between participants as needed
- Provides crisis intervention, de-escalation, and safety planning to participants as needed

Program Development and Implementation

- Effectively plan, implement, and/or administer programming for youth as assigned
- For assigned program administration, lessons and activity plans will be maintained per grant cycle
- Responsible for the physical and emotional safety of children in the assigned Club area
- Keep accurate records as required

Additional responsibilities

- May participate in special programs and/or events as requested
- Attend the required staff meetings as requested
- Guest speaking events or expo fairs to share information about the program and to recruit mentors and mentees
- Other activities as deemed necessary

Skills/knowledge desired

- College degree in human services or relevant experience
- Experience in developing and implementing programs
- Experience administering programs
- Experience collaborating with volunteers or other individuals
- Excellent speaking and writing skills
- Ability to develop positive relationships with community volunteers and with youth
- Highly organized and collaborative
- Ability to take initiative, dependability, flexibility, and resourcefulness
- Ability to function independently and as part of a team
- Proficient in Microsoft 365
- Experience working with children
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems
- Ability to supervise youth in a safe environment.

Relationships

Internal: Maintains close, daily contact with staff (professional and volunteer), children and supervisor to receive/provide information, mentor, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Should be physically fit to engage in Club programs with Club members, and when necessary, may require being active for long periods of time. Must be able to understand speech at normal levels; speak in audible tones so that others may understand clearly' physical agility to lift up to 30 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job; reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions: duties are performed throughout the Clubhouse at the BGC of Sparta; noise level in the work environment will fluctuate from moderate to high.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

The BGC of Sparta is an equal opportunity employer.