

Valley Community Coalition

Job Description Mentoring Coordinator

Reports to: Steering Team of the Valley Community Coalition

Qualifications: Knowledge of the Valley Community and its residents. Ability to learn the mentoring process and maintain the program's certification. Ability to work flexible hours. Good communications skills with both youth and adults. Strong organizational skills.

Parameters: This position will begin at 20 hours per week and will continue dependent upon goals of the VCC and the success of fund development. Training of the coordinator will be coordinated by the Community Prevention Specialist of the VCC.

Responsibilities:

- Implementation of the Valley Mentoring Program
 1. Promotion of the program in the Valley with support of the Mentoring Sub-group
 2. Screening of mentors and youth
 3. Establishing matches
 4. Monitoring matches
 5. Providing the coordination of necessary training to mentors, youth and parents
 6. Coordinate any community service and family activity components of the program with support of the Mentoring Sub-group

- Lead meetings of the Mentoring Sub-group and recruit new members as appropriate

- Report monthly to the VCC Steering Team on programming and other documentation requests

- Coordinate reporting of activities at the All VCC meetings

- Attend appropriate conferences and trainings about mentoring as funding is available

- Maintain appropriate certification for the Valley Mentoring Program